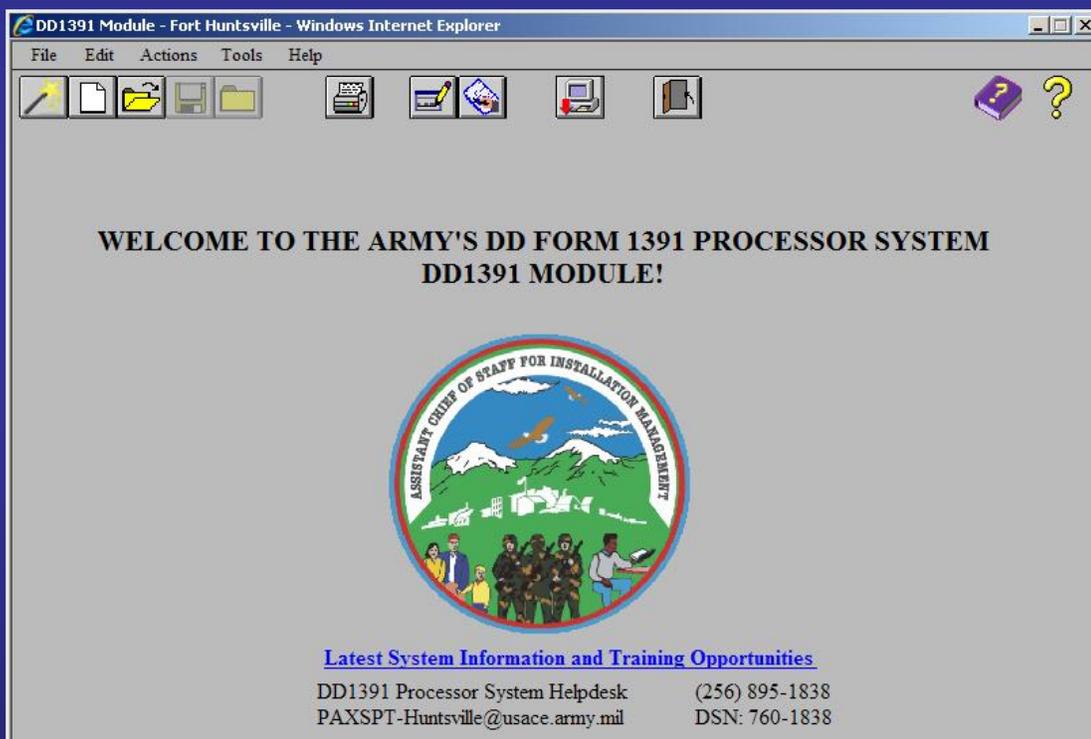




# DD Form 1391 Processor System Reference Guide



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Huntsville, AL

FY 2012

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## **The PAX System**

PAX is an acronym for the Programming Administration and Execution System. PAX is unique; it is a system designed to help Government personnel, especially engineers, do their work. The scope of the telecommunications network supporting PAX is also one of the broadest in the Federal Government, covering forces in the United States as well as many foreign countries. There are 1,780 users worldwide who currently access the System. The PAX System is available 24 hours per day, seven days a week, via the internet.

The PAX System has several components. Two of the components are commonly used by preparers and reviewers of DD1391 Forms:

DD Form 1391 Processor System – Automated system used to develop project justifications and produce MILCON budget books for submission to Congress.

Construction Appropriations Programming Control and Execution System (CAPCES) – Automated system used to build, submit, and report accurate MILCON budget data.

## **DD Form 1391 Processor System**

The US Army Engineering and Support Center in Huntsville is the Assigned Responsible Agency tasked to provide fielding, operation, enhancements, maintenance, documentation, Helpdesk assistance, and training to worldwide users of the DD Form 1391 Processor System. The DD Form 1391 Processor System is comprised of the following modules and PC-Programs: DD1391 Module, ENG3086 Module, DD1390 Module, CA1391 Module, ECONPACK, ISCE, and PC-Cost.

### **DD1391 Module**

The DD1391 Module is an interactive computer program that assists you in preparing, submitting, reviewing, correcting, printing, and archiving DD Forms 1391 and associated data, in accordance with **AR 420-1, Army Facilities Management** and **DA Pamphlet 420-1-2, Army Military Construction and Non-Appropriated-Funded Construction Program Development and Execution**.

The DD1391 Module provides:

Assistance in preparation of the DD1391 Form and all support justification data.

Automatic distribution of access to DD1391 Forms at the appropriate time to the Installation Management Command (IMCOM) Region, Information Systems Engineering Command (ISEC), Major Command/Major Subordinate Command (MACOM/MS),

Process Managers, District/Division, Centers of Standardization (CoS), and 1391 Centers of Expertise (CX).

Automatic tracking of the status of a project as it proceeds through review channels. By accessing the system, you can monitor projects and see modifications, alterations, and review comments. You can also determine the exact location of the project at any time during the military construction, planning, and programming process. Users at all organizational levels access the latest version of the DD1391 Form and support documentation.

Access to historical information for monitoring changes once the form is submitted.

Multiple data retrieval procedures to generate listings of project information in many different formats.

### **ENG3086 Module**

The U. S. Army Corps of Engineers (USACE) uses the ENG3086 Module to report the Military Construction Project's current working estimate (CWE) for budget purposes, as required by ER 1110-3-1300, "Military Programs Cost Engineering."

The ENG3086 Module assists the U.S. Army Corps of Engineers Military Construction District and Division personnel in the preparation and submission of ENG3086 Forms. These forms directly support funding requests for Army Family Housing (AFH), Military Construction, Army (MCA), and other construction programs. The ENG Form 3086 cost data, upon approval by the Cost Reviewer, is automatically transferred to the DD Form 1391, for submission, approval, and authorization by Congress.

PC-Cost is an empirical cost estimating program that allows military construction cost estimates to be prepared in a work breakdown structure format compatible with the ENG3086, DD1391, and CA1391 Modules. PC-Cost interfaces with MII and PACES programs and allows users to upload cost estimates to either the DD1391 Module, CA1391 Module, or ENG3086 Module. PC-Cost software can be downloaded from within the DD1391 Processor System.

### **DD1390 Module**

The DD Form 1390 is a module of the DD Form 1391 Processor System, a component of the Programming Administration and Execution (PAX) System. The DD Form 1390 consolidates information on real property, personnel strength, and installation missions. It is used by the Active Services to summarize the projects proposed for inclusion in the Military Construction

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Program, including requests for (1) new authorization, (2) funding of new authorization, and (3) funding of prior years authorization. The DD1390 Module allows users to electronically prepare, review, accept, and print DD Forms 1390.

The DD Form 1390 Module collects information from several existing databases - the DD Form 1391 Processor, Construction Appropriation Programming Control and Execution System (CAPCES), the Headquarters Integrated Facilities Support System (HQIFS), and the Army Stationing and Installation Plan (ASIP).

### **CA1391 Module**

The CA1391 Module is available for higher Headquarters (HQ) personnel only. Users such as Regions, MACOMs, MSCs, and Installations do not have access to it. The following functionality is available within the CA1391 Module:

a) HQ may prepare a CA1391 Form for a MCA, BCA, or AFH project. During the prepare process, the system brings in the data from Tabs A, B, E, F, and H of the corresponding DD1391 Form and populates the CA1391 Form.

b) Once the CA1391 Form is prepared, HQ may modify Tabs A, B, E, F, and H of the CA1391 Form, plus the corresponding Congressional Add Data Sheet. From within Tab A, if the project cost needs to be edited, click the **Develop Cost Data** button.

c) After making a change, please tab to another field or click your mouse in a different field. The system recognizes data has been entered or modified in a field when you go to another field.

d) **IMPORTANT:** The Congressional Add Data Sheet is shared between the CA1391 Form and the DD1391 Form. Due to this, when a DD1391 Form is opened, users with authority to the MCA, BCA, or AFH form also have access to the Cong Add Data Sheet Tab. From within the DD1391 Module, the Installation, Region, MSC, MACOM, or HQ personnel may change the Data Sheet. From within the CA1391 Module, only HQ personnel may change the Data Sheet.

e) From the **Form Management** function, HQ can **Freeze** and **Unfreeze** either the CA1391 Form, the **Congressional Add Data Sheet**, or both the **CA1391 Form and the Congressional Add Data Sheet** by **Form Number(s)** or **Rank**.

f) The **Form Management** function also allows HQ to approve the CA1391 Form and copy it into the DD1391 Form, rank CA1391 Forms, and delete CA1391 Forms.

**For questions, comments, and suggestions, please contact the Huntsville/PAX Support Helpdesk at (256) 895-1838 or email [paxspt-huntsville@usace.army.mil](mailto:paxspt-huntsville@usace.army.mil).**

## Gaining Access to the PAX System

1. To access the system, enter the following address in the location/address bar of your browser:

<https://pax.csd.disa.mil/>

Click the **New User** button and fill all required data fields.

**Note:** You must also have a **DD1391 Password** to access the DD1391 Processor System and a **Submit Password**, if you are going to submit DD1391 or ENG3086 Forms. For DD1391 Processor System security word(s) please email your request once you have received confirmation of your access to the PAX System to:

[paxspt-huntsville@usace.army.mil](mailto:paxspt-huntsville@usace.army.mil)

2. To utilize this system, you must have the following items available on your system prior to attempting to access the Web-enabled system:

- a. Microsoft Internet Explorer 7.0 (or higher) or Firefox 3.6.13 (or higher)
- b. In addition to the hardware/software requirements, you must have the “PDM and Print” program installed on your PC. When you access the DD1391 Processor System, the system checks your PC to see if the needed files are current. It then tells you where to go to download the current program. Please choose to run the application from the current location.
- c. For those users who prepare or modify DD1391 Forms, the ECONPACK, PC-Cost, and ISCE programs should be installed in the DEFAULT directories on the C: drive of your PC.
- d. For best results, screen resolution should be set to **1024 x 768** (minimum) and the Icons should be set to **small**. Please note, however, that a lower screen resolution may be selected but screen displays may be compromised.

## **Other Hardware/Software Equipment Recommended Requirements**

300 Mhz Processor or Compatible PC (1Ghz or higher recommended)

256 MB of RAM (512 MB or higher recommended)

Microsoft Windows XP SP2 Operating System

1024 X 768 or higher screen resolution

Java must be installed and enabled in your browser

JavaScript must be installed and enabled in your browser

PDF Viewing Software (Adobe Acrobat Reader is recommended)

Local or Network based Printer (HP / PCL compatible based printer is recommended)

Word Processing Suite (Microsoft Office Suite (Word, Excel, PowerPoint) is recommended)

CD-ROM or DVD Drive

Power User or Administrative Authority might be required to load some software applications

Connection to the Internet

## Registering Your CAC for Access to the PAX System

1. Access the assigned Internet PAX System web address (<https://pax.csd.disa.mil/>). View the various security messages and respond as appropriate.

**Note:** The PAX System is now CAC (Common Access Card) login only. This one-time registration process enables you to log in using your CAC.

2. Make sure your CAC is in your CAC reader.

3. Click the **Register CAC** button for initial entry into the PAX System.



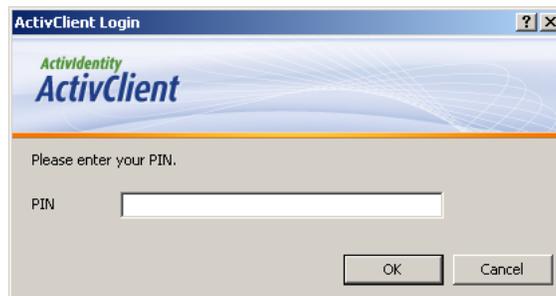
4. The PAX System will display the prompt shown below.



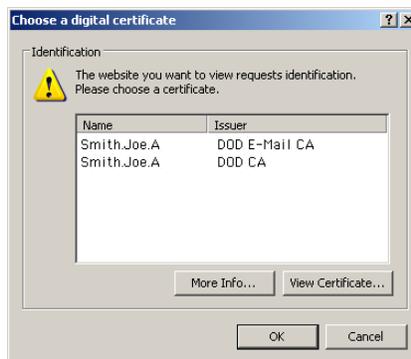
5. Click the **OK** button if you are a current user of the PAX System (meaning you have previously received approval to utilize the PAX System). You will receive a confirmation email indicating your CAC registration has been completed. (If you are a new user, click the **Cancel** button; you will be mapped to the **New User Request** screen).

## PAX System CAC Login

1. Make sure your CAC is in your CAC reader.
2. Open Microsoft Internet Explorer and access the assigned Internet PAX System web address (<https://pax.csd.disa.mil/>).
3. If prompted by your PC, enter your **PIN** and click the **OK** button.



4. A prompt will appear on the screen, similar to the one shown here.



5. Select the certificate with your **E-Mail** information (e.g., DOD EMAIL CA). If you do not want to login to the PAX System, please select the **Cancel** button.
6. After the **STANDARD CONSENT BANNER**, the PAX System log-in screen should now appear.

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If you are having an issue, please contact PAX User Support at 202-761-8888 (DSN: 763-8888) or via the **CONTACT US** button on the PAX System log-in screen.

7. Click the **CAC Login** Button.

8. The system displays the welcome data from your user profile and the **PAX Applications** available to you.

**First Use of a Java Function within the PAX / DD1391 Processor System**

1. The first time you use a Java Function within the PAX / DD1391 Processor System (e.g., Installation or Catcode Assistance Areas) you may see a prompt similar to the following:



2. If possible, select the **Always trust content from this publisher** check box.
3. Click the **Yes** button to continue.
4. A Java certificate selection screen will appear. Select the certificate with your **E-Mail** information.



5. Click the **OK** Button.
6. The appropriate application screen should appear and function as before. If any problems arise, please contact the Huntsville Helpdesk (256-895-1838) for additional assistance.

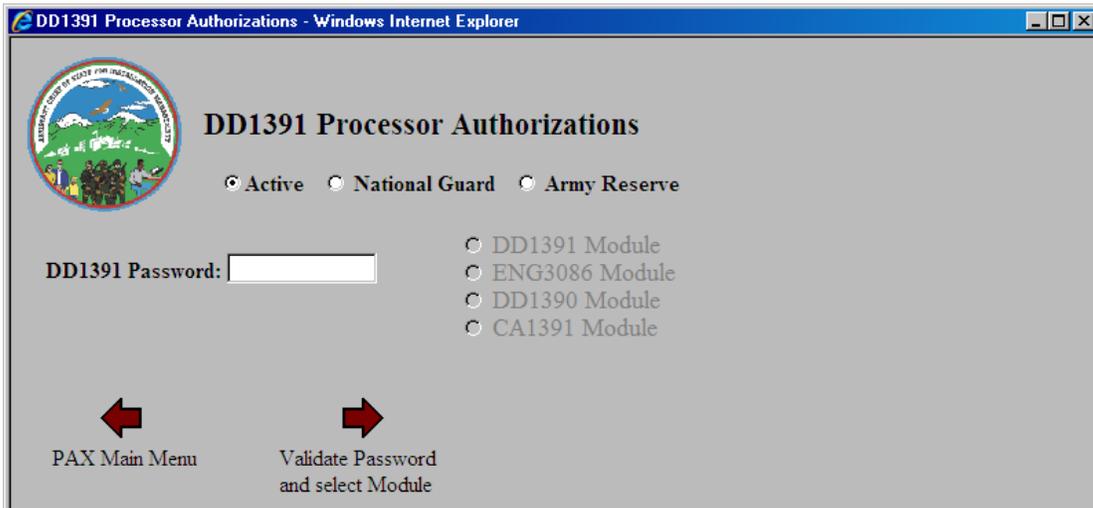
## Accessing the DD1391 Module

From the **PAX Main Welcome** screen, you may access the PAX applications available to you.

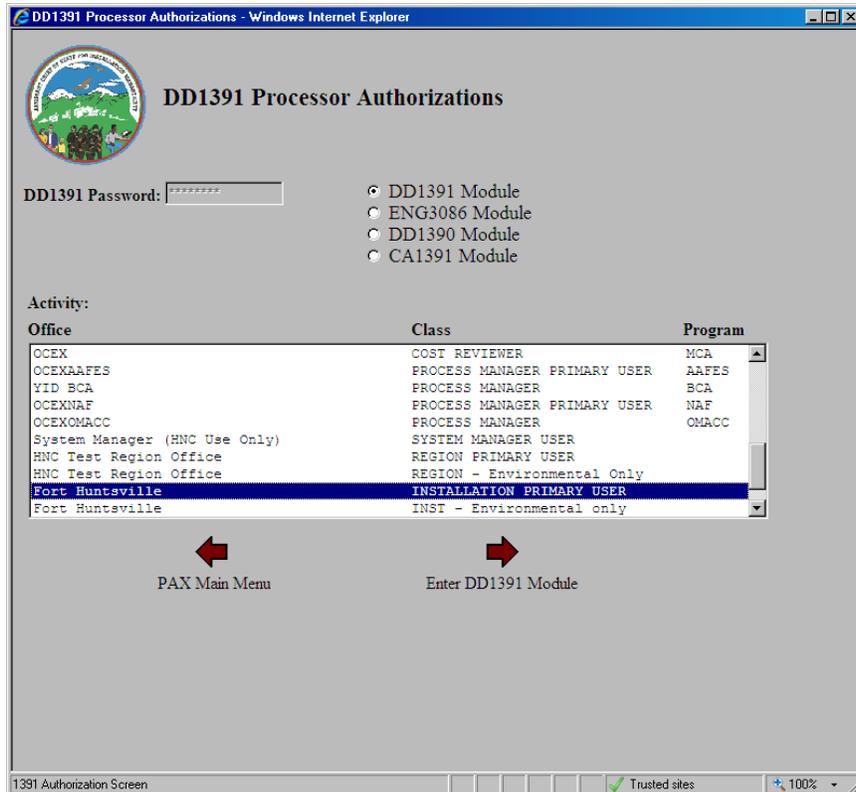


1. Click the  **Profile** button to enter/edit your user profile data.
2. Click the  **Notices** button to access and/or print PAX System Newsletters.
3. Click the  **DD1391 Processor** application button to access the **DD Form 1391 Processor System**. The system then displays the **DD1391 Processor Authorizations** screen. The service default is **Active**. For **National Guard** or **Army Reserve** projects, click the appropriate radio button.

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Enter your **DD1391 Password** and click the **Validate Password and Select Module** arrow to activate the module options available to you. Click the appropriate radio button to access the desired module, i.e., **DD1391 Module**, **ENG3086 Module**, **DD1390 Module**, or **CA1391 Module**. To exit, click the **PAX Main Menu** arrow. After the module selection, the system displays your **Activity Menu** so you can select the desired **Office/Class/Program** entry level.



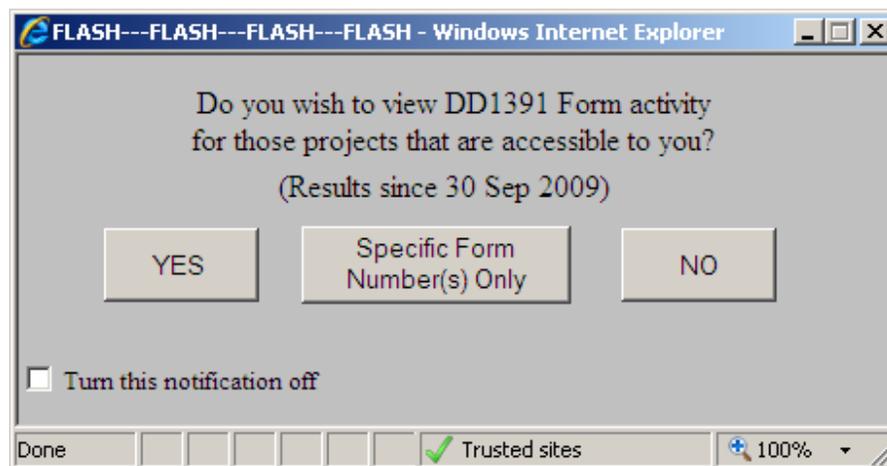
After choosing the appropriate option, click the **Enter DD1391 Module** arrow to access the DD Form 1391 Processor System.

**Note:** If you selected National Guard or Army Reserve from the **DD1391 Processor Authorizations** screen, click the **Enter DD1390/DD1391 Module** arrow to advance. The program accesses the DD1390/DD1391 Module.

You may click the **PAX Main Menu** arrow to return to the PAX System.

4. For Active Services and Army Reserve, when you access the DD1391 Module, the system displays a **Notification of Actions** dialog box that allows you to select **YES** to list all actions that occurred to your projects since the last time you accessed the DD1391 Module; **Specific Form Number(s) Only** to obtain a list of actions that occurred to the forms specified; or **NO** to bypass this option.

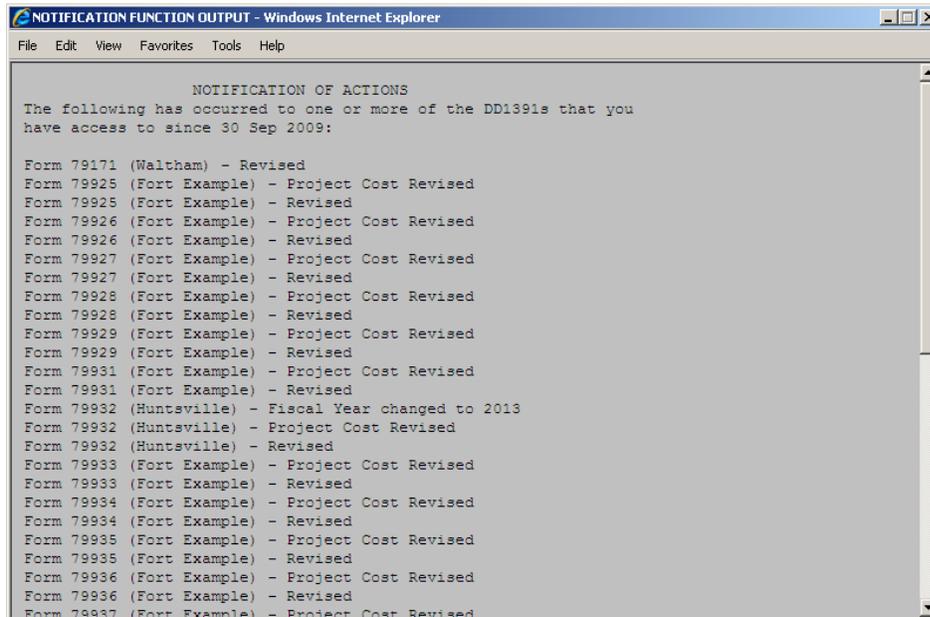
Click in the **Turn this notification off** box to deactivate this feature. The **Notification of Actions** feature can be reactivated/launched via the **Tools** menu.



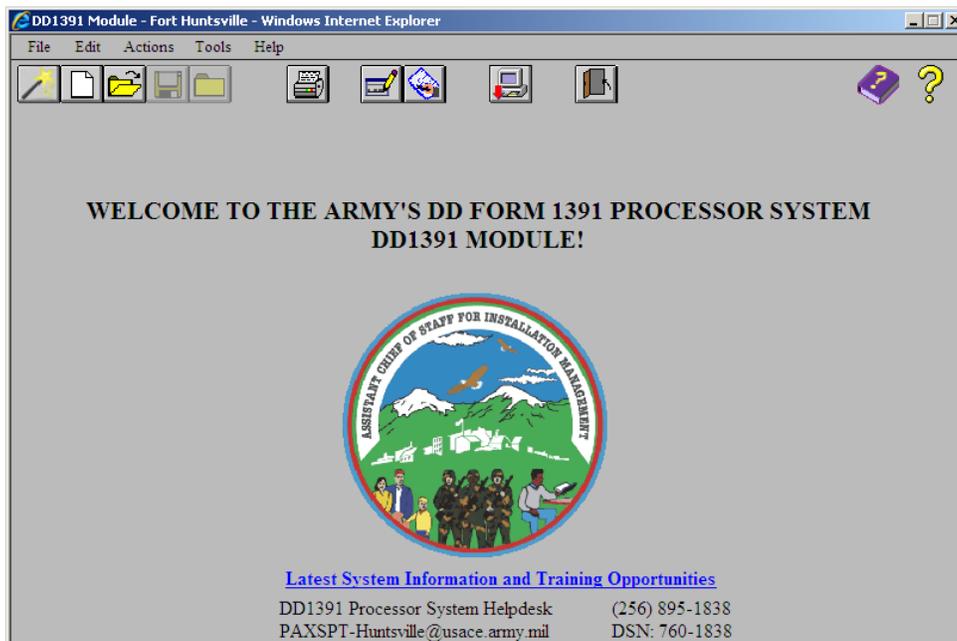
If you click **YES**, the system displays the results of the **Notification of Actions** request.

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Close the **Notification Function Output** box. The system displays the **DD1391 Module** screen from which you can access the **Help** program, locate contact information for the DD Form 1391 Processor System Helpdesk, access **Latest System Information and Training Opportunities** via the DD1391 Processor System Newsletter, or use various menu options and icons to execute DD1391 Module functions.



Icons allow you to:



**Create a new standardized DD1391 Form (or replace data in an existing form with standard data) using Quickstart**



**Create a new DD1391 Form (from scratch or an existing DD1391 Form)**



**Open an existing DD1391 Form**



**Save the data**



**Close current screen**



**Print**



**Execute various Form Control functions**



**Execute various Special Functions**



**Download PC-Programs**



**Exit the Processor**



**Access the Help Program**

You may now choose the icon that supports your current task. Menu options also facilitate obtaining data and executing various functions.

**The Menu Bar contains five options that provide drop down menus.** (Options to which you have no access are grayed out).

<b>File</b>	<b>Edit</b>	<b>Actions</b>	<b>Tools</b>	<b>Help</b>
DD1391 Quickstart New Open Save Close Print Exit	Cut Copy Paste Delete	Form Control Form Routing Form Management Cost Update Special Functions Complete Signature Blocks Create Comments Display Comments Grant/Revoke Access CoS Concurrence Rounding/Block 12 Convert to ... English Metric Change Program Type Create Snapshot Change FOC	Change Activity Selection Access Other Modules DD1391 Module DD1390 Module ENG3086 Module CA1391 Module PAX POC Change Password Notification of Actions Launch Restore Calculate Cost	Contents Search for Help on ... How Do I ... About DD1391 Processor

## Exiting the DD Form 1391 Processor System

1. After all form data is entered/processed and you wish to close the form, please click  **Close** to close the DD1391 Form or the current screen. Respond to any messages you may receive. If you wish to execute other tasks, click the appropriate icons.
2. When you are ready to exit the DD Form 1391 Processor System, click **Exit** .
3. From the PAX Main Menu screen, click the **Exit PAX** button.
4. Close the browser screen.

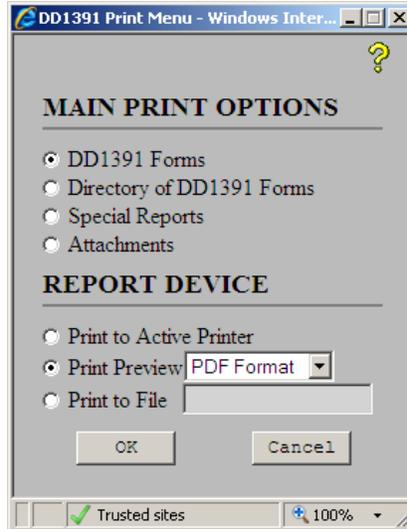
**Urgent Note:** Do NOT close your browser window without first exiting the PAX System. Use the buttons or menu options provided by the application to navigate to the PAX Main Menu and logoff the system by clicking the **Exit PAX** button. Do not exit using the **X** (close) button in the upper right of the browser window.

## Using the DD Form 1391 Processor System Help Program

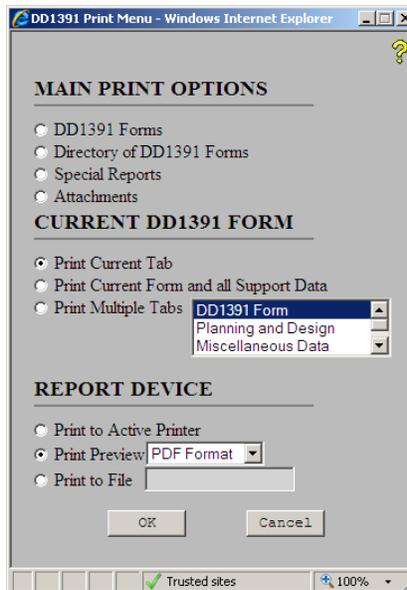
The DD Form 1391 Processor System has a very comprehensive **Help** program that provides an explanation of all the features and functions available to you. The Help program contains **Contents**, **Index** and **Search** tabs that allow you easy access to many topics of value to you in preparing DD1391 Forms. To access the comprehensive Help program, select **Help** from the main menu bar or click the  icon.

## Printing DD1391 Forms

To print a DD1391 Form, select **Print** from the **File** menu or click the **Print**  icon. From the **DD1391 Print Menu** dialog box on the **Main Print Options** panel, click in the **DD1391 Forms** radio button. From **Report Device**, indicate where the requested data is to be sent.



This dialog box is different if you already have a DD1391 Form open. Note the **Current DD1391 Form** panel.



Click **OK**. The system displays the DD1391 Print Form screen.

Click the desired radio button to print either **Active DD1391 Forms** or **Inactive DD1391 Forms**. Click in the appropriate radio button to indicate if the form(s) are to be printed in **English** or **Metric** measurements. Choose to print the form(s) by **Form Number**, **Fiscal Year**, or **Rank**. If you indicate **Form Number**, you must enter the Form Numbers of the projects to be printed. If you indicate **Fiscal Year**, you must specify the year. If you choose **Rank**, you must select the rank level (**Process Manager**, **Region**, **MACOM**, **MSC**, or **INST**) from the drop down list, and then enter the **Rank Code**.

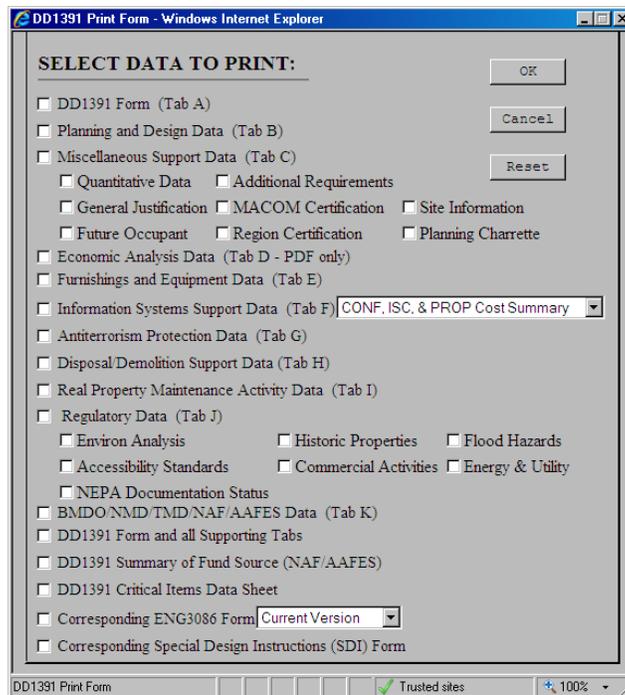
The form(s) may be printed in a **Standard** format or in the **Reviewers** format. The Standard format prints with lines dividing the data into blocks. The Reviewers format has no lines, contains additional Header data, as well as a section that shows a complete breakdown of Primary and Supporting cost line items.

If the form(s) contain CAPCES data, they may also be printed in **OSD** (Office of Secretary of Defense), **PRB** (Project Review Board), and/or **Congressional Budget Book** format. From the **Print Programs** panel, select the desired Budget Book format. If you choose one of the Budget Book options, you must select the appropriate Program type. You must also select the correct parameters for appropriate pagination needed for printing.

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From the **Select Data to Print** panel for Standard or Reviewers print format, select the tab(s) of data to be printed. If **Tab A - DD1391 Form** is selected, you may specify the **Project Date** to be printed. If **Tab C - Miscellaneous Data** and/or **Tab J - Regulatory Data** are selected, indicate the data to be printed. If **Tab D - Economic Analysis Data** is selected and economic analysis data exists, the analysis prints in a separate PDF file from the DD1391 Form and/or the supporting tabs. The economic analysis file displays behind the file containing DD1391 data. If multiple forms are printed, all DD1391 data prints first, followed by a PDF file for each economic analysis. The economic analysis data prints in PDF format even when the TEXT format is chosen as the Print Preview format. If **Tab F - Information Systems Support Data** is selected, choose to print **CONF, ISC, and PROP Cost Summary** or **CONF, PHONE, and LAN Cost Summary**. In **Tab F**, if the **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt is set to **No** and **Tab F** contains cost data, the cost breakdown in the **Reviewers Print** of the DD1391 displays a “special line” that indicates the **Building Information Systems** cost can be found only in **Tab F** and displays the cost in actual dollars. If you select the **Corresponding ENG3086 Form**, select the version to be printed, **Current Version** or **Approved Version**.



Click **OK** to confirm the request. The system informs you the report is being generated.

**Note:** When printing FY12 and below projects in Standard/Reviewers and all Budget Books, the primary facility description of “SDD and EAct05” will display in lieu of “Sustainability/Energy measures.”

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Sample Print – Standard Print

1. COMPONENT <b>ARMY</b>		FY 2013 MILITARY CONSTRUCTION PROJECT DATA		2. DATE 01 AUG 2011 21 JAN 2010	
3. INSTALLATION AND LOCATION Fort Huntsville Alabama			4. PROJECT TITLE Maintenance Shop, General Purpose		
5. PROGRAM ELEMENT	6. CATEGORY CODE 218 85	7. PROJECT NUMBER 80321	8. PROJECT COST (\$000) 49,000		
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
PRIMARY FACILITY					37,388
Administration and Shop Control, DOL/DPW/I		SF	8,000	145.53	(1,164)
Maintenance Shop, General Purpose		SF	60,000	136.82	(8,209)
Vehicle Maintenance Shop - Wheeled		SF	35,000	192.08	(6,723)
Vehicle Maintenance Shop - Track		SF	25,000	199.38	(4,985)
Engineering/Housing Maintenance Shop		SF	35,000	143.21	(5,012)
Total from Continuation page(s)					(11,295)
SUPPORTING FACILITIES					5,419
Electric Service		LS	--	--	(1,080)
Water, Sewer, Gas		LS	--	--	(819)
Paving, Walks, Curbs And Gutters		LS	--	--	(3,080)
Storm Drainage		LS	--	--	(19)
Site Imp(133) Demo(154)		LS	--	--	(287)
Information Systems		LS	--	--	(89)
Antiterrorism Measures		LS	--	--	(46)
ESTIMATED CONTRACT COST					42,807
CONTINGENCY (5.00%)					2,140
SUBTOTAL					44,947
SUPERVISION, INSPECTION & OVERHEAD (5.70%)					2,562
DESIGN/BUILD - DESIGN COST (4.0000%)					1,798
TOTAL REQUEST					49,307
TOTAL REQUEST (ROUNDED)					49,000
INSTALLED EQT-OTHER APPROPRIATIONS					(2,476)
10. Description of Proposed Construction Construct a Maintenance Facility complex. Project includes wheeled and track vehicle maintenance facilities, housing maintenance facility, electronic, battery, and machine shops, organizational vehicle parking, organizational storage, petroleum and other hazardous materiel storage, information systems, fire protection and alarm systems, Intrusion Detection System (IDS) installation, and Energy Monitoring Control Systems (EMCS) connection. Supporting facilities include site development, utilities and connections, lighting, paving, parking, walks, curbs and gutters, storm drainage, information systems, landscaping and signage. Heating and air conditioning will be provided by connection to the existing energy plant. Measures in accordance with the Department of Defense (DoD) Minimum Antiterrorism for Buildings standards will be provided. Demolish 2 buildings (48,000 Total SF). Air Conditioning (Estimated 48 Tons).					

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Sample Print – Standard Print (Cont.)

1. COMPONENT		2. DATE	
ARMY		FY 2013 MILITARY CONSTRUCTION PROJECT DATA	
		01 AUG 2011 21 JAN 2010	
3. INSTALLATION AND LOCATION			
Fort Huntsville Alabama			
4. PROJECT TITLE		5. PROJECT NUMBER	
Maintenance Shop, General Purpose		80321	
9. COST ESTIMATES (CONTINUED)			
Item	U/M	Qty	Unit Cost (\$000)
PRIMARY FACILITY (CONTINUED)			
Electronics Maintenance Shop	SF	10,000	147.51 (1,475)
Battery Shop	SF	5,000	130.73 (654)
Machine Shop	SF	10,000	185.22 (1,852)
Quality Assurance/Calibration Facility, Ge	SF	5,000	131.28 (656)
Hazardous Material Storage	SF	2,000	177.57 (355)
Storage Facility, General Purpose	SF	15,000	119.07 (1,786)
Organizational Vehicle Parking, Surfaced	SY	32,000	75.31 (2,410)
Sustainability/Energy Measures	LS	--	-- (718)
Antiterrorism Measures	LS	--	-- (718)
Building Information Systems	LS	--	-- (671)
11. REQ: 210,000 SF ADQT: 140,000 SF SUBSTD: 70,000 SF			
PROJECT: Construct a Maintenance Facility complex.			
REQUIREMENT: Currently, maintenance is handled at 15 separate facilities which do not meet safety standards. A consolidated facility will offer safe working conditions, provide centralized customer service, and eliminate redundant services.			
CURRENT SITUATION: There are 15 existing facilities with 210,000 SF of space scattered across a 5-mile radius.			
IMPACT IF NOT PROVIDED: Maintenance will continue to be performed in scattered, substandard facilities. Soldiers will continue performing maintenance in hazardous conditions. Customers will continue needing to go to one of 15 different locations, depending on their specific maintenance need.			
ADDITIONAL: This project has been coordinated with the installation physical security plan, and all physical security measures are included. All required antiterrorism protection measures are included. Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirement. The Deputy Assistant Secretary of the Army (Installations, Housing and Partnerships) certifies that			

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Sample Print – Standard Print (Cont.)

1. COMPONENT  ARMY	FY 2013 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 01 AUG 2011 21 JAN 2010
3. INSTALLATION AND LOCATION Fort Huntsville Alabama		
4. PROJECT TITLE Maintenance Shop, General Purpose	5. PROJECT NUMBER 80321	
<p>ADDITIONAL: (CONTINUED)          this project has been considered for joint use potential. The facility will be available for use by other components.</p> <p style="text-align: center;">PAX Team</p> <p>ESTIMATED CONSTRUCTION START:           MAR 2013                           INDEX: 2622          ESTIMATED MIDPOINT OF CONSTRUCTION:   SEP 2013                           INDEX: 2644          ESTIMATED CONSTRUCTION COMPLETION:   MAR 2014                           INDEX: 2668</p>		

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ARMY	2013	80321 W	REVISION DATE: 01 AUG 2011
		MCA (AS OF 01/25/2012 AT 15:13:45)	21 JAN 2010
		LAF=.84	UM=E
Fort Huntsville Alabama			Maintenance Shop, General Purpose
	218 85	80321	49,000
PRIMARY FACILITY			
Administration and Shop Control, DOL/DPW/I	SF	8,000	145.53 (1,164)
Maintenance Shop, General Purpose	SF	60,000	136.82 (8,209)
Vehicle Maintenance Shop - Wheeled	SF	35,000	192.08 (6,723)
Vehicle Maintenance Shop - Track	SF	25,000	199.38 (4,985)
Engineering/Housing Maintenance Shop	SF	35,000	143.21 (5,012)
Total from Continuation page(s)			(11,295)
SUPPORTING FACILITIES			
Electric Service	LS	--	-- (1,080)
Water, Sewer, Gas	LS	--	-- (819)
Paving, Walks, Curbs And Gutters	LS	--	-- (3,080)
Storm Drainage	LS	--	-- (19)
Site Imp(133) Demo(154)	LS	--	-- (287)
Information Systems	LS	--	-- (89)
Antiterrorism Measures	LS	--	-- (46)
ESTIMATED CONTRACT COST			
			42,807
CONTINGENCY (5.00%)			<u>2,140</u>
SUBTOTAL			44,947
SUPERVISION, INSPECTION & OVERHEAD (5.70%)			2,562
DESIGN/BUILD - DESIGN COST (4.0000%)			<u>1,798</u>
TOTAL REQUEST			49,307
TOTAL REQUEST (ROUNDED)			49,000
INSTALLED EQT-OTHER APPROPRIATIONS			(2,476)

Construct a Maintenance Facility complex. Project includes wheeled and track vehicle maintenance facilities, housing maintenance facility, electronic, battery, and machine shops, organizational vehicle parking, organizational storage, petroleum and other hazardous materiel storage, information systems, fire protection and alarm systems, Intrusion Detection System (IDS) installation, and Energy Monitoring Control Systems (EMCS) connection. Supporting facilities include site development, utilities and connections, lighting, paving, parking, walks, curbs and gutters, storm drainage, information systems, landscaping and signage. Heating and air conditioning will be provided by connection to the existing energy plant. Measures in accordance with the Department of Defense (DoD) Minimum Antiterrorism for Buildings standards will be provided. Demolish 2 buildings (48,000 Total SF). Air Conditioning (Estimated 48 Tons).





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ARMY	2013	80321 W	REVISION DATE: 01 AUG 2011
		MCA (AS OF 01/25/2012 AT 15:13:45)	21 JAN 2010
		LAF=.84	UM=E

Fort Huntsville  
 Alabama

Maintenance Shop, General Purpose

			80321	
		U/M	Unit	Cost
			Cost	(\$000)
PRIMARY FACILITY.				
GENERAL.				
1.0)	21845	Administration and Shop Control	SF	8,000 145.53 (1,164)
2.0)	21885	Maintenance Shop, General Purpo	SF	60,000 136.82 (8,209)
3.0)	21410	Vehicle Maintenance Shop - Whee	SF	35,000 192.08 (6,723)
4.0)	21410	Vehicle Maintenance Shop - Trac	SF	25,000 199.38 (4,985)
5.0)	21910	Engineering/Housing Maintenance	SF	35,000 143.21 (5,012)
6.0)	21710	Electronics Maintenance Shop	SF	10,000 147.51 (1,475)
7.0)	21850	Battery Shop	SF	5,000 130.73 (654)
8.0)	22430	Machine Shop	SF	10,000 185.22 (1,852)
9.0)	21872	Quality Assurance/Calibration F	SF	5,000 131.28 (656)
10.0)	44135	Hazardous Material Storage	SF	2,000 177.57 (355)
11.0)	44110	Storage Facility, General Purpo	SF	15,000 119.07 (1,786)
12.0)	85210	Organizational Vehicle Parking,	SY	32,000 75.31 (2,410)
13.0)	00005	Sustainability/Energy Measures	LS	-- -- (718)
1)		SDD/EPAct05	LS	-- -- 718
14.0)	88041	Antiterrorism Measures	LS	-- -- (718)
1)		AT Measures	LS	-- -- 718
INFORMATION SYSTEMS.				
1.0)	80800	Building Information Systems	LS	-- -- (671)
SUPPORTING FACILITIES.				
		Electric Service	LS	-- -- (1,080)
1)		Electrical Service	LS	-- -- 957
2)	81230	Exterior Lighting w/Underground	LF	4,200 29.35 123
		Water, Sewer, Gas	LS	-- -- (819)
1)		Water Service	LS	-- -- 584
2)		Sewer Service	LS	-- -- 223
3)	89240	Fire Hydrants	EA	4 2,873 11
		Paving, Walks, Curbs And Gutters	LS	-- -- (3,080)
1)	85220	Base Course (Bank Run Gravel)	SY	1,200 4.89 6
2)	85210	Concrete	SY	1,200 28.45 34
3)	85210	Curb/Gutter 6" X 8"	LF	7,200 15.11 109
4)	85215	Nonorganizational Vehicle Parki	SY	40,000 73.27 2,931
		Storm Drainage	LS	-- -- (19)
1)	87110	PVC, Schedule 40	LF	800 23.48 19
		Site Improvement	LS	-- -- (133)
1)	93210	Site Clearing & Grubbing	AC	12 3,733 45
2)		Landscaping	LS	-- -- 88
		Demolition	LS	-- -- (154)



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FY 2013 PROGRAM  
DATE 21 JAN 2010  
PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB B - PLANNING AND DESIGN DATA (ESTIMATE)

1. STATUS
  - A. DESIGN START DATE..... MAR 2010
  - B. PERCENT COMPLETE AS OF 15 SEP 2011 (DSGN YR) 50.00
  - C. PERCENT COMPLETE AS OF 01 JAN 2012 (BDGT YR) 70.00
  - D. PERCENT COMPLETE AS OF 01 OCT 2012 (PROG YR) 100.00
  - E. CONCEPT COMPLETE DATE.....
  - F. DESIGN COMPLETE DATE.....
  - G. TYPE OF DESIGN CONTRACT: Design-build
  
2. BASIS
  - A. STANDARD OR DEFINITIVE DESIGN (YES/NO) N
  - B. WHERE DESIGN WAS MOST RECENTLY USED:
  
  - C. PERCENTAGE OF DESIGN UTILIZING STANDARD DESIGN 0.00
  
3. COST (TOTAL \$000)
  - A. PRODUCTION OF PLANS AND SPECS..... 0
  - B. ALL OTHER DESIGN COST..... 0
  - C. TOTAL DESIGN COST (C) = (A)+(B) OR (D)+(E).. 0
  - D. CONTRACT..... 0
  - E. IN HOUSE..... 0
  
4. CONSTRUCTION CONTRACT AWARD.....
  
5. CONSTRUCTION START DATE (PLANNED).....
  
6. CONSTRUCTION COMPLETION DATE.....
  
7. LEED RATING (at Design).....
  
8. DESIGN CHARRETTE
  - A. PDRI RATING (at Design Charrette).....
  - B. DATE OF DESIGN CHARRETTE.....

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 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB C - QUANTITATIVE DATA

TYPE OF DESIGN: This facility does not include unusual construction features that require extra design effort.

UNIT OF MEASURE: SF

A.	TOTAL REQUIREMENT	210,000	
B.	EXISTING SUBSTANDARD	70,000	
C.	EXISTING ADEQUATE	140,000	
D.	FUNDED, NOT INVENTORY	0	
E.	ADEQUATE ASSETS	140,000	
	////////////////////////////////////	AUTHORIZED	FUNDED
F.	UNFUNDED PRIOR AUTHORIZATION	0	////////////////////////////////////
G.	INCLUDED IN FY PROGRAM	0	
H.	DEFICIENCY (A-E-F-G)	70,000	70,000

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LOCATION: Alabama

TAB C - ADDITIONAL REQUIREMENTS

DDESB (Department of Defense Explosive Safety Board) approval is required.

DDESB approval needs to be submitted through US Army Technical Center  
for Explosive Safety (USATCES) per AR385-64.

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DATE 21 JAN 2010 FY 2013 PROGRAM  
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PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

ECONOMIC ANALYSIS DATA

NOTICE: The Tab D, Economic Analysis Data, option was selected on the Print Menu. Should Economic Analysis Data exist, it will print in a separate PDF file from the DD1391 Form and/or the other Supporting Tabs PDF file. The Economic Analysis PDF file will be accessible on the Task Bar if the DD1391 Form and the other Supporting Tabs PDF file is displayed in front of it.

The Economic Analysis Data will print in PDF Format even when the TEXT Format was chosen as the Print Preview Format.

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PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB E - FURNISHINGS AND EQUIPMENT

FURNISHINGS AND EQUIPMENT

LINE	DESCRIPTION	TOTAL COST	PROC APPR FY	PROC APPR
1)	Equipment	2,191	2011	OPA
2)	Furniture	906	2011	OMA

LINE	DESCRIPTION	EST. DELIVERY DATE	PROC STATUS	EST. INSTL COST	INSTL FY	INSTL APPR
1)	(CONT'D)	03/2013		33	2013	
2)	(CONT'D)	03/2013		0	2013	

INFORMATION SYSTEMS FURNISHINGS AND EQUIPMENT

LINE	DESCRIPTION	TOTAL COST	PROC APPR FY	PROC APPR
1)	Info Sys - ISC	44	2014	OPA
2)	Info Sys - PROP	241	2014	OPA

LINE	DESCRIPTION	EST. DELIVERY DATE	PROC STATUS	EST. INSTL COST	INSTL FY	INSTL APPR
1)	(CONT'D)			0	0000	
2)	(CONT'D)			0	0000	

TOTALS BY APPROPRIATION TYPE:  
TOTAL OMA/OMN/3400/OM DHP: 906  
INSTALLED EQUIPMENT - OTHER APPROPRIATIONS: 2,476  
TOTAL RELATED FURNITURE & EQUIPMENT AMOUNT: 3,382

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 PROJECT TITLE: Maintenance Shop, General Purpose  
 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE):

INSTALLATION - Fort Huntsville YEAR - 2013 FNO - 80321  
 PROGRAM TYPE - MCA PROJECT NO. - 80321  
 USACE DISTRICT - Mobile District MACOM - HNC Test  
 PROJECT TITLE - Maintenance Shop, General Purpose  
 PRIMARY PROPONENT FUND TYPE - OPA CONTGY FACTOR - 5.00  
 CONF Primary Facility costs transferred to Tab A/DD1391 Form? YES

SECTION I. PRIMARY FACILITY, INSIDE THE 5 FOOT LINE -  
 INSTALLED EQUIPMENT (SEE AR 420-1, TABLE 4-2)

DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
1) CABLE TRAY ( 6" WIDE)	LF	40	17.01	680	C
2) CABLE TRAY (12" WIDE)	LF	244	19.99	4878	C
3) CABLE TRAY (18" WIDE)	LF	458	22.19	10163	C
4) EMT 3/4" W/HDW (SGL RJ45 & TV)	LF	180	3.77	679	C
5) EMT 1" W/HDW (DUAL OUTLETS)	LF	46870	4.53	212321	C
6) EMT 4" W/HDW (BACKBONE CABLE)	LF	530	20.85	11051	C
7) BACKBOARD: 4 X 4 X 3/4"	EA	4	34.08	136	C
8) BACKBOARD: 4 X 8 X 3/4"	EA	17	55.79	948	C
TOTAL				240856	

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 PROJECT NUMBER: 80321  
 PROJECT TITLE: Maintenance Shop, General Purpose  
 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

SECTION II. PRIMARY FACILITY, INSIDE THE 5 FOOT LINE -  
 EQUIPMENT IN PLACE (SEE AR 420-1, TABLE 4-2)

DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
1) SET, 2500 TYPE	EA	55	73.82	4060	I
2) SET, MULTILINE	EA	1	480.25	480	I
3) SET, WEATHER-PROOF	EA	16	878.27	14052	I
4) SET, EXPLOSIVE-PROOF	EA	4	2048.66	8195	I
5) FO SC PATCH PNL 12 MM W/CPLRS	EA	2	287.93	576	C
6) FO SC PATCH PNL 12 SM W/CPLRS	EA	10	287.93	2879	C
7) FO SC PATCH PNL 24 SM W/CPLRS	EA	22	464.50	10219	C
8) FO SC PATCH PNL 48 SM W/CPLRS	EA	2	886.07	1772	C
9) FO SC PATCH PNL 96 SM W/CPLRS	EA	1	1772.14	1772	C
10) MDF CONN: 100 PR W/60 FT STUB	EA	24	1351.05	32425	C
11) MDF: STANDARD DBL-SIDED 8 VER	EA	35	394.10	13794	C
12) MDF JUMPER WIRE: WRAPPED	EA	152	2.93	445	C
13) OUTLET: SGL RJ45 W/CBL	EA	2	660.12	1320	C
14) OUTLET: DUAL RJ45 W/CBL	EA	1026	201.72	206965	C
15) OUTLET: DUAL RJ45/2-SC/ST W/CB	EA	6	714.75	4289	C
16) OUTLET: SGL CATV, F-TYPE W/CBL	EA	2	123.08	246	C
17) PATCH PANEL, RJ45 CAT 6, 96 PO	EA	37	588.12	21760	C
18) PATCH CORD, RJ45 CAT6, 7 FT	EA	122	5.78	705	C
19) EQUIP RACK&HWD	EA	54	421.41	22756	C
20) BLOCK: 110 TYPE, 100 PR	EA	22	138.33	3043	C
21) RISER: 100 PR INSIDE PLANT CBL	LF	940	2.68	2519	C
22) FO-MM DUPL CORD: SC, 5 FT	LF	6	131.91	791	C
23) FO-SM DUPL CORD: SC, 5 FT	LF	420	158.65	66633	C
24) FO CBL DC DIELEC SM 12 STR	LF	940	5.81	5461	C
25) PROTECTED TERM: 25 PR	EA	2	556.74	1113	C
26) PROTECTED TERM: 50 PR	EA	2	818.44	1637	C
27) PROTECTED TERM: 100 PR	EA	21	1287.15	27030	C
28) SWT-S: 24 USER-TX (NIPR)	EA	17	13504.44	229575	P
29) 5.00% Contgy Factor	LS	0	.00	1339	I
30) 5.00% Contgy Factor	LS	0	.00	11479	P

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 PROJECT NUMBER: 80321  
 PROJECT TITLE: Maintenance Shop, General Purpose  
 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
				TOTAL	699330

PRIMARY FACILITY NOTES:  
 Provided I3A compliant PDS/BES for 11 buildings. Provided NIPR voice/data to all appropriate outlets serving approximately 40 authorized users.

SECTION III. SUPPORTING FACILITIES, OUTSIDE THE 5 FOOT LINE -  
 INSTALLED EQUIPMENT (SEE AR 420-1, TABLE 4-2)

DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
1) MANHOLE PRECAST: 6 X12 X7	EA	3	6636.34	19909	C
2) UNDGRD DUCT: 2-WAY	LF	820	5.09	4174	C
3) UNDGRD DUCT: 4-WAY	LF	82	9.75	800	C
4) UNDGRD DUCT: 12-WAY	LF	255	33.61	8571	C
5) UNDGRD DUCT: 2-WAY CONC-ENC	LF	150	9.84	1476	C
6) UNDGRD DUCT: 4-WAY CONC-ENC	LF	15	17.33	260	C
7) UNDGRD DUCT: 12-WAY CONC-ENC	LF	50	44.12	2206	C
8) INNERDUCT 4-1"	LF	1645	3.82	6284	C
9) GIP 4" 2-WAY BORING/PUSHING	LF	55	55.39	3046	C
10) TRENCH: BACKHOE 24"X 36" (DUCT	LF	1293	6.76	8741	C
11) TRENCH: HANDDIG 24"X 36" (DUCT	LF	70	18.93	1325	C
12) CUT & RESURFACE ASPHALT 4"	SF	69	7.34	506	C
13) CUT & RESURFACE CONCRETE 4"	SF	34	8.99	306	C
14) CONC CORE DRILL 4" DIAMETER	EA	12	135.15	1622	C
				TOTAL	59226

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PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

SECTION IV. SUPPORTING FACILITIES, OUTSIDE THE 5 FOOT LINE -  
EQUIPMENT IN PLACE (SEE AR 420-1, TABLE 4-2)

DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
1) CARD: VOICE, 1 PORT	EA	76	201.71	15330	I
2) UNGRD: 300 PR, 24 AWG (B1)	LF	100	3.98	398	C
3) UNGRD: 600 PR, 24 AWG (B2)	LF	100	7.08	708	C
4) UNGRD: 300 PR, 24 AWG (B3)	LF	100	3.98	398	C
5) UNGRD: 300 PR, 24 AWG (B4)	LF	100	3.98	398	C
6) UNGRD: 300 PR, 24 AWG (B5)	LF	100	3.98	398	C
7) UNGRD: 100 PR, 24 AWG (B6)	LF	100	1.92	192	C
8) UNGRD: 50 PR, 24 AWG (B7)	LF	100	1.39	139	C
9) UNGRD: 100 PR, 24 AWG (B8)	LF	100	1.92	192	C
10) UNGRD: 50 PR, 24 AWG (B9)	LF	100	1.39	139	C
11) UNGRD: 25 PR, 24 AWG (B10)	LF	100	1.14	114	C
12) UNGRD: 25 PR, 24 AWG (B11)	LF	100	1.14	114	C
13) UNDGRD: 1800 PR, 24 AWG (OSP)	LF	545	19.49	10622	C
14) UNDGRD SPLICE CASES	EA	2	479.38	959	C
15) UNDGRD SPLICE PAIRS	EA	3600	1.00	3600	C
16) FO CBL DC DIELEC SM 24 STR (B2)	LF	200	3.78	756	C
17) FO CBL DC DIELEC SM 24 STR (B3)	LF	200	3.78	756	C
18) FO CBL DC DIELEC SM 24 STR (B4)	LF	200	3.78	756	C
19) FO CBL DC DIELEC SM 24 STR (B5)	LF	200	3.78	756	C
20) FO CBL DC DIELEC SM 24 STR (B6)	LF	200	3.78	756	C
21) FO CBL DC DIELEC SM 24 STR (B7)	LF	200	3.78	756	C
22) FO CBL DC DIELEC SM 24 STR (B8)	LF	200	3.78	756	C
23) FO CBL DC DIELEC SM 24 STR (B9)	LF	200	3.78	756	C
24) FO CBL DC DIELEC SM 24 STR (B1)	LF	200	3.78	756	C
25) FO CBL DC DIELEC SM 24 STR (B1)	LF	200	3.78	756	C
26) FO CBL DC DIELEC SM 48 STR (OS)	LF	645	6.54	4218	C
27) 5.00% Contgy Factor	LS	0	.00	767	I

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 PROJECT NUMBER: 80321  
 PROJECT TITLE: Maintenance Shop, General Purpose  
 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

TOTAL 46246

SUPPORTING FACILITIES NOTES:  
 Provided I3A compliant outside plant (OSP) infrastructure for all buildings listed in Tab A . Assumed OSP to be approximately 300 feet from the IS/IT voice/data cable sources to the construction site. Assumed each building will be set back from the "curb" an average of approximately 12 feet.

INFORMATION SYSTEMS COST SUMMARY:

	CONF	ISC	PROP	TOTAL
PRIMARY FACILITY	671006	28126	241054	940186
SUPPORTING FACILITIES	89375	16097	0	105472
TOTAL	760381	44223	241054	1045658

REMARKS:  
 OSP may increase/decrease once final siting is complete.

PAX Team  
 Trainers  
 USACE

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Sample Print – Reviewers Print (Cont.)

2013 80321 W REVISION DATE: 01 AUG 2011  
MCA (AS OF 01/25/2012 AT 15:13:45) 21 JAN 2010  
LAF=.84 UM=E  
DATE 21 JAN 2010 FY 2013 PROGRAM  
PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB G - ANTITERRORISM PROTECTION REQUIREMENTS DATA WITH SIGNATURES

ANTITERRORISM PROTECTION MEASURES

This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA PAM 190-51 and Unified Facilities Criteria (UFC) 4-020-01, respectively. Only protective measures required by regulation and the minimum standards as required by UFC 4-010-01 "Department of Defense Minimum Antiterrorism Standards for Buildings" are needed. These requirements are included in the description of construction and cost estimate.

RISK ANALYSIS = NO  
THREAT ANALYSIS = NO

SUMMARY OF RISK AND THREAT ANALYSES AND DESCRIPTION OF ANY PROTECTIVE MEASURES THAT ARE REQUIRED.

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Sample Print – Reviewers Print (Cont.)

2013 80321 W REVISION DATE: 01 AUG 2011  
 MCA (AS OF 01/25/2012 AT 15:13:45) 21 JAN 2010  
 LAF=.84 UM=E  
 DATE 21 JAN 2010 FY 2013 PROGRAM  
 PROJECT NUMBER: 80321  
 PROJECT TITLE: Maintenance Shop, General Purpose  
 INSTALLATION: Fort Huntsville  
 LOCATION: Alabama

TAB H - DISPOSAL/DEMOLITION SUPPORT DATA

DISPOSAL/DEMOLITION FACILITY LIST

ARLOC INSTALLATION	FAC NO	DESIGN USE CATCODE	T C	TOTAL QTY	UM	D		DISP FY
						S F	In the FP?	
1) 54321 Fort Huntsville	125	17120	P	24,000	SF	D	Y	2011
2) 54321 Fort Huntsville	127	17120	P	24,000	SF	D	Y	2011

TOTAL NUMBER OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 2  
 TOTAL AREA OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 48,000 SF

IS DEMO CREDIT NEEDED? NO

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Sample Print – Reviewers Print (Cont.)

2013 80321 W REVISION DATE: 01 AUG 2011  
MCA (AS OF 01/25/2012 AT 15:13:45) 21 JAN 2010  
LAF=.84 UM=E  
DATE 21 JAN 2010 FY 2013 PROGRAM  
PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB J - NEPA DOCUMENTATION STATUS

NEPA DOCUMENT TYPE:  
PERFORMED BY:  
COST TO PREPARE DOCUMENTATION (\$000): 0

NEPA TIMELINES:

Scheduled NEPA Start Date:  
Scheduled NEPA Completion Date:

Actual NEPA Start Date:  
Actual NEPA Completion Date:

THE FOLLOWING ITEMS PERTAIN TO THIS PROJECT:

	SCHEDULED		ACTUAL	
	Start	Complete	Start	Complete
NHPA Section 106 Consultation	N/A	N/A		
NHPA Agreement Document	N/A	N/A		
ESA Section 7 Consultation	N/A	N/A		
Wetlands Permitting	N/A	N/A		
UXO	N/A	N/A		

EARLIEST CONTRACT AWARD DATE:  
Various Dates last modified on:

POINT OF CONTACT  
NAME:  
TITLE:  
PHONE NUMBER:

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Sample Print – Reviewers Print (Cont.)

2013 80321 W REVISION DATE: 01 AUG 2011  
MCA (AS OF 01/25/2012 AT 15:13:45) 21 JAN 2010  
LAF=.84 UM=E  
DATE 21 JAN 2010 FY 2013 PROGRAM  
PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB J - EVALUATION OF FLOOD HAZARDS AND ENCROACHMENT ON WETLANDS

EVALUATION OF FLOOD HAZARDS (STANDARD TEXT)

This project is not sited in a floodplain or wetlands.

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Sample Print – Reviewers Print (Cont.)

2013 80321 W REVISION DATE: 01 AUG 2011  
MCA (AS OF 01/25/2012 AT 15:13:45) 21 JAN 2010  
LAF=.84 UM=E  
DATE 21 JAN 2010 FY 2013 PROGRAM  
PROJECT NUMBER: 80321  
PROJECT TITLE: Maintenance Shop, General Purpose  
INSTALLATION: Fort Huntsville  
LOCATION: Alabama

TAB J - ACCESSIBILITY STANDARDS

ACCESSIBILITY STANDARDS (STANDARD TEXT)

This project will not be designed for accessibility and usability by those with disabilities as the facility will be used and operated solely by military personnel without disabilities.

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Sample Reviewers Print

Primary Facility CONF blocked from Tab F to Tab A

ARMY	2013	83063 W	REVISION DATE: 26 JAN 2012
		MCA (AS OF 01/26/2012 AT 12:16:44)	26 JAN 2012
		LAF=.84	UM=E
Fort Huntsville			
Alabama		Maintenance Shop, General Purpose	
	218 85	83063	49,000
PRIMARY FACILITY			
Administration and Shop Control, DOL/DPW/I	SF	8,000 145.53	36,717 (1,164)
Maintenance Shop, General Purpose	SF	60,000 136.82	(8,209)
Vehicle Maintenance Shop - Wheeled	SF	35,000 192.08	(6,723)
Vehicle Maintenance Shop - Track	SF	25,000 199.38	(4,985)
Engineering/Housing Maintenance Shop	SF	35,000 143.21	(5,012)
Total from Continuation page(s)			(10,624)
SUPPORTING FACILITIES			
Electric Service	LS	-- --	5,419 (1,080)
Water, Sewer, Gas	LS	-- --	(819)
Paving, Walks, Curbs And Gutters	LS	-- --	(3,080)
Storm Drainage	LS	-- --	(19)
Site Imp(133) Demo(154)	LS	-- --	(287)
Information Systems	LS	-- --	(89)
Antiterrorism Measures	LS	-- --	(46)
ESTIMATED CONTRACT COST			
			42,136
CONTINGENCY (5.00%)			2,107
SUBTOTAL			44,243
SUPERVISION, INSPECTION & OVERHEAD (5.70%)			2,522
DESIGN/BUILD - DESIGN COST (4.0000%)			1,770
TOTAL REQUEST			48,535
TOTAL REQUEST (ROUNDED)			49,000
INSTALLED EQT-OTHER APPROPRIATIONS			(2,476)

Construct a Maintenance Facility complex. Project includes wheeled and track vehicle maintenance facilities, housing maintenance facility, electronic, battery, and machine shops, organizational vehicle parking, organizational storage, petroleum and other hazardous materiel storage, information systems, fire protection and alarm systems, Intrusion Detection System (IDS) installation, and Energy Monitoring Control Systems (EMCS) connection. Supporting facilities include site development, utilities and connections, lighting, paving, parking, walks, curbs and gutters, storm drainage, information systems, landscaping and signage. Heating and air conditioning will be provided by connection to the existing energy plant. Measures in accordance with the Department of Defense (DoD) Minimum Antiterrorism for Buildings standards will be provided. Air Conditioning (Estimated 48 Tons).

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Sample Reviewers Print (Cont.)

**Primary Facility CONF blocked from Tab F to Tab A**

ARMY 2013 83063 W REVISION DATE: 26 JAN 2012  
 MCA (AS OF 01/26/2012 AT 12:16:44) 26 JAN 2012  
 LAF=.84 UM=E  
 Fort Huntsville  
 Alabama

Maintenance Shop, General Purpose 83063

9. COST ESTIMATES (CONTINUED)

Item	U/M	Qty	Unit Cost	Cost (\$000)
PRIMARY FACILITY (CONTINUED)				10,624
Electronics Maintenance Shop	SF	10,000	147.51	(1,475)
Battery Shop	SF	5,000	130.73	(654)
Machine Shop	SF	10,000	185.22	(1,852)
Quality Assurance/Calibration Facility, Ge	SF	5,000	131.28	(656)
Hazardous Material Storage	SF	2,000	177.57	(355)
Storage Facility, General Purpose	SF	15,000	119.07	(1,786)
Organizational Vehicle Parking, Surfaced	SY	32,000	75.31	(2,410)
Sustainability/Energy Measures	LS	--	--	(718)
Antiterrorism Measures	LS	--	--	(718)

11. REQ: 210,000 SF ADQT: 140,000 SF SUBSTD: 70,000 SF  
 PROJECT:

Construct a Maintenance Facility complex.

REQUIREMENT:

Currently, maintenance is handled at 15 separate facilities which do not meet safety standards. A consolidated facility will offer safe working conditions, provide centralized customer service, and eliminate redundant services.

CURRENT SITUATION:

There are 15 existing facilities with 210,000 SF of space scattered across a 5-mile radius.

IMPACT IF NOT PROVIDED:

Maintenance will continue to be performed in scattered, substandard facilities. Soldiers will continue performing maintenance in hazardous conditions. Customers will continue needing to go to one of 15 different locations, depending on their specific maintenance need.

ADDITIONAL:

This project has been coordinated with the installation physical security plan, and all physical security measures are included. All required antiterrorism protection measures are included. Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirement. The Deputy Assistant Secretary of the Army (Installations, Housing and Partnerships) certifies that this project has been considered for joint use potential. The facility will be



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Sample Reviewers Print (Cont.)

Primary Facility CONF blocked from Tab F to Tab A

ARMY 2013 83063 W REVISION DATE: 26 JAN 2012  
MCA (AS OF 01/26/2012 AT 12:16:44) 26 JAN 2012  
LAF=.84 UM=E  
Fort Huntsville  
Alabama

Maintenance Shop, General Purpose 83063  
U/M Qty Unit Cost  
Cost (\$000)

PRIMARY FACILITY.

GENERAL.

1.0)	21845	Administration and Shop Control	SF	8,000	145.53	(1,164)
2.0)	21885	Maintenance Shop, General Purpo	SF	60,000	136.82	(8,209)
3.0)	21410	Vehicle Maintenance Shop - Whee	SF	35,000	192.08	(6,723)
4.0)	21410	Vehicle Maintenance Shop - Trac	SF	25,000	199.38	(4,985)
5.0)	21910	Engineering/Housing Maintenance	SF	35,000	143.21	(5,012)
6.0)	21710	Electronics Maintenance Shop	SF	10,000	147.51	(1,475)
7.0)	21850	Battery Shop	SF	5,000	130.73	(654)
8.0)	22430	Machine Shop	SF	10,000	185.22	(1,852)
9.0)	21872	Quality Assurance/Calibration F	SF	5,000	131.28	(656)
10.0)	44135	Hazardous Material Storage	SF	2,000	177.57	(355)
11.0)	44110	Storage Facility, General Purpo	SF	15,000	119.07	(1,786)
12.0)	85210	Organizational Vehicle Parking,	SY	32,000	75.31	(2,410)
13.0)	00005	Sustainability/Energy Measures	LS	--	--	(718)
1)		SDD/EPAAct05	LS	--	--	718
14.0)	88041	Antiterrorism Measures	LS	--	--	(718)
1)		AT Measures	LS	--	--	718

INFORMATION SYSTEMS.

The following Building Information Systems cost can be found only in Tab F: \$671,004

SUPPORTING FACILITIES.

		Electric Service	LS	--	--	(1,080)
1)		Electrical Service	LS	--	--	957
2)	81230	Exterior Lighting w/Underground	LF	4,200	29.35	123
		Water, Sewer, Gas	LS	--	--	(819)
1)		Water Service	LS	--	--	584
2)		Sewer Service	LS	--	--	223
3)	89240	Fire Hydrants	EA	4	2,873	11
		Paving, Walks, Curbs And Gutters	LS	--	--	(3,080)
1)	85220	Base Course (Bank Run Gravel)	SY	1,200	4.89	6
2)	85210	Concrete	SY	1,200	28.45	34
3)	85210	Curb/Gutter 6" X 8"	LF	7,200	15.11	109
4)	85215	Nonorganizational Vehicle Parki	SY	40,000	73.27	2,931
		Storm Drainage	LS	--	--	(19)
1)	87110	PVC, Schedule 40	LF	800	23.48	19
		Site Improvement	LS	--	--	(133)
1)	93210	Site Clearing & Grubbing	AC	12	3,733	45
2)		Landscaping	LS	--	--	88

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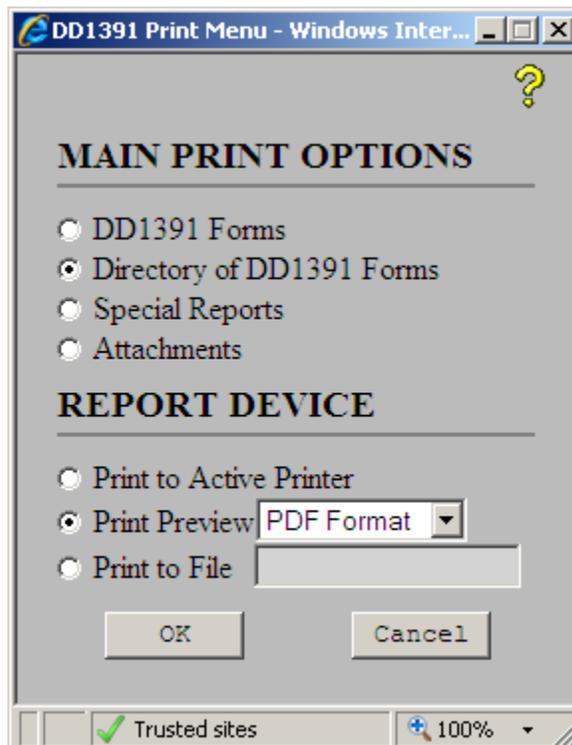
Sample Reviewers Print (Cont.)

Primary Facility CONF blocked from Tab F to Tab A

ARMY	2013	83063 W	REVISION DATE: 26 JAN 2012	
		MCA (AS OF 01/26/2012 AT 12:16:44)	26 JAN 2012	
		LAF=.84	UM=E	
Fort Huntsville				
Alabama				
Maintenance Shop, General Purpose				
			83063	
			Unit	Cost
		U/M	Cost	(\$000)
		Qty		
Demolition		LS	--	(154)
1) 93310 Wood Frame		SF	48,000	154
Information Systems		LS	--	(89)
1) 80800 Information Systems		LS	--	89
Antiterrorism Measures		LS	--	(46)
1) AT Measures		LS	--	46

## Printing a Directory of DD1391 Forms

The DD Form 1391 Processor System supports the printing of directory reports that contain data about the forms to which you have access. Various reports can be obtained in a **Standard** format or a **Custom** format. The Standard Directory is always in the same format with the same columns of data. The Custom Directory allows you to select your format, sort criteria, and the columns of data to be displayed. To obtain a directory, click the **Print** icon. From the **DD1391 Print Menu** dialog box, click in the **Directory of DD1391 Forms** radio button.



### Standard Directory

Select **Directory of DD1391 Forms** and from the **Report Device** panel, indicate where the requested data is to be sent. **Print to Active Printer** sends requested data to the designated printer. **Print Preview** allows you to select to display the data in **PDF Format** or **TEXT Format**. Data can only be viewed with the Adobe Acrobat Reader, which can be downloaded free from the Internet. Once the file is displayed in the print mode, **Save As** can be used from the **File** menu to save the file to disk. The **Print to File** option allows you to indicate where the “PDF” file is to be stored.

Click **OK**. The system displays the **DD1391 Directory** screen. From this screen, accept the **Standard Directory** default. Click in the appropriate radio button to get a directory of **Active**

**DD1391 Forms or Inactive DD1391 Forms.** If you select **Inactive**, use the drop down list to indicate the category of forms to be searched. Category choices are: **Archive, Enact, Dropped, RWP,** or **ALL**.

From the criteria section, select the factors to be considered in locating the requested data. Three selection criteria may be defined, but some combinations are not allowed. Dependent upon the variables selected, you must supply the data needed to cause the system to locate the projects.

Criteria include:

**Form Number/Permanent Project Number:** Enter the **Form Number/Permanent Project Number** for which you want the directory listing. This may be any Form Number/Permanent Project Number in the system.

**Category Code:** Enter a valid **Category Code** or use the assistance button to select a valid category code.

**Installation:** Enter one **Installation** name. You may also use the assistance button to select a valid Installation name.

**Location:** Enter one **Location** name. You may also use the assistance button to select a valid Location.

**Program Type:** Enter one **Program Type**. You may also use the drop-down list to select a valid Program Type.

**Fiscal Year:** Enter the **Fiscal Year** of the projects to be included in the search.

**Rank:** Enter a **Rank** level. You may select a valid Rank level from the drop-down menu. Enter a previously assigned **Rank Code**.

**Since Last Change** or **Since Last Action** or **Since Last Comment Date:** Select **Change**, **Action**, or **Comment** from the drop-down list. Select only one because this data uses the same column in the display. **Change** means the last time someone modified the form data and saved it. **Action** means the last time anything happened to the form; i.e.; Form Routing, Form Management, Cost update, etc. **Comment** means the last time someone entered a comment for the form.

**Economic Analysis:** Select **Economic Analysis** to get a listing of all forms containing an economic analysis.

**All Projects:** Select **All Projects** to get the complete directory. You should use this option only when necessary unless you have a very brief directory. **For Inactive DD1391 Forms**, please avoid selecting **All Projects** unless it is absolutely necessary.

From this same screen, you may select to print the **Basic Report** or an **Expanded Report**. If **Form Number** is selected as a criterion, the reports available also include **List of Activities with Access to the Form**. This option searches the database and displays a list of all users with access to the specified form, along with the type of access.

The **Basic Report** contains nine columns of data: **FY** (Fiscal Year), **Catcode** (Category Code), **Project Description**, **PROJNO** (Permanent Project Number), **PROGTYP** (Program Type), **Status** (Name of Activity with the authority to modify the form), **CHGDATE** (Date the form was last modified), **A** (your current **Authority** over the form), and **FORMNO** (Form Number). A **Freeze Code** may appear beside the Form Number if all or portions of the form have been frozen. If you select **Since Last Action Date**, the **CHGDATE** column is labeled **ACTDATE** and if you select **Since Last Comment Date**, that column is labeled **COMDATE**.

When sending data to a printer, if you select **Expanded Report**, the system automatically prints in landscape format. The Expanded Report contains 17 columns of data: **FY**, **Catcode**, **Project Description**, **PROGTYP**, **Status**, **CHGDATE**, **A**, **FORMNO**, **P** (Process Manager) **Rank**, **R** (Region) **Rank**, **M** (MACOM) **Rank**, **MSC** (Major Subordinate Command) **Rank**, **I** (Installation) **Rank**, **Work**, **UM** (Unit of Measure), **Scope**, and **CWE** (Current Working Estimate) (000).

After all required fields are completed and report is selected, click **OK**. The system applies the criteria specified and displays the data in the requested format.

## **Form Authority**

You have access to all forms listed in your directory. The type of access you have to a specific form is determined by the "authority" listed for that form in your directory. Various functions are used to manipulate the type of "authority" specific Activities have over a particular form. The Create a New DD1391 function allows an Activity to create a new DD1391 Form. If the Activity creating the form is a Region, MACOM, MSC, District, Division, or Process Manager, the system requires the user to permit the form to an Installation. The Activity creating the form has **W** (Write) authority over the form, so that Activity can read the form, write on the form, delete the form, and use various Form Routing functions to give other Activities access to the form. When a form is initially created, the Activity that created the form has **W** access to it, but the system also gives **P** (Permit) access to the appropriate District, Division, MACOM, MASCOM, Region, Center of Expertise, Center of Standardization, Information Systems Engineering Command, and the Process Manager.

If a Region, MACOM, MSC, District, Division, or Process Manager creates a form for an Installation, the **Transfer** function must be used, at a later date, to transmit the form to the Installation for which the form was prepared. After the Transfer function is executed, the Activity that created the form has **P** (Permit) authority over the form. The Installation for which the form was created is assigned **Q** (Write) authority.

Once a form has been created, the preparer can use the **Permit** function to allow other users to "read" the form. Activities having the authority to a form permitted to them by the **Permit** function are assigned **P** (Permit/Read only) or **U** (Permit/Write) authority. Permit/Read only authority allows users to read the form and write comments for it. Districts/Divisions with **P** authority are also allowed to modify Planning and Design Data. Permit/Write actually allows the user to make changes to the existing form. **P** or **U** authority can be canceled through the execution of the **Cancel** function by either the user who permitted access to the form or by the user to whom access was permitted. Forms cannot be permitted to a Reviewer.

The **Submit** function allows the *Installation* to submit the authority to modify the form to its Region. The system assigns the Region **S** (Submit) authority and the Installation **R** (Read) authority. Now the Installation can read the form, print the form, enter comments for the form, and modify support documentation. Forms are automatically permitted to the appropriate Region when submission is to a specific destination other than the standard Region. The system also automatically assigns **P** (Permit) authority over the form to the appropriate Military and Civil Works Corps of Engineers Districts and Divisions, Future Occupant, and MACOM. Any change the Region makes to the form can be immediately seen by the Installation whenever the form is printed.

If a form is inadvertently submitted to the wrong destination, the activity with **S** authority can use **Return to Sender (RTS)** to cancel authority access and return **W** authority to the originator.

If the Region does not approve the form, the **Return For Correction (RFC)** function is used to return the authority to modify the form to the Installation. The Installation receives **W** authority and the Region receives **V** (Review) authority. At this point, the Region can modify only certain support data. Any change made to the form by the Installation can be seen immediately by the Region.

After the form receives the approval of the Region, authority to modify it is submitted to the Process Manager via the **Submit** function. The Process Manager then receives **S** authority. At this point, the Region and Installation have **R** authority. All Activities can see any modification the Process Manager makes to the form.

If the Process Manager does not approve the form, the **RFC** command is used to return the authority to modify the form to the Region. The Process Manager receives **V** authority and the Region receives **S** authority. If the Region returns the authority to modify the form to the Installation, both the Process Manager and the Region are assigned **V** authority over the form. The Installation again receives **W** authority. At this point, all Activities with access to the form can see any modification the Installation makes.

All users with access to a form can use the DD1391 Module **Print** function to obtain a copy of the form or print various reports related to the form, and the **Comment** function can be used to enter comments to the form.

**Authorities Assigned by the DD1391 Module**

<b>Authority</b>	<b>Activity</b>	<b>Type of Access Granted</b>
<b>W</b> (Write)	Installation District/Division MACOM/MSC Region Process Manager	Read and modify all Tabs (A-J). [Users can use the Delete function to remove from the system a form which the authority to modify has not been submitted.]
<b>Q</b> (Write)	Installation	Read and modify all Tabs (A-J). [This authority is granted to a user as a result of the Transfer function. The user issuing the Transfer retains <b>P</b> authority over the form.]
<b>S</b> (Submit)	Process Manager	Read and modify all Tabs (A-J).
<b>S</b> (Submit)	Region MACOM/MSC	Read and modify Tabs A and C-J.

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<b>R (Read)</b>	Installation	Read Tab A. Read and modify Tabs B-J.
	MACOM/MSC Region	Read Tab A. Read and modify Tabs B-J only. (Tab C – MSC - Additional Requirements only) (Tab C – MACOM - Additional Requirements and MACOM Certification only) (Tab C – Region - Additional Requirements and Region Certification only)
<b>V (Review)</b>	Process Manager	Read Tab A. Read and modify Tabs B-J only, Tab C – Additional requirements only.
<b>V (Review)</b>	MACOM/MSC Region	Read Tab A. Read and modify Tabs C-J only. (Tab C – MSC - Additional Requirements only) (Tab C – MACOM - Additional Requirements and MACOM Certification only) (Tab C – Region - Additional Requirements and Region Certification only)
<b>P (Permit/Read Only)</b>	Process Manager Region MACOM/MSC District/Division Installation	Read only. Districts and Divisions can modify Tab B, Planning and Design Data. For AFH and MCA projects, Divisions can also enter certification data in Tab B.
<b>U (Permit-Write)</b>	Installations MACOM/MSC District/Division Region	Permit with Write authority. Installations with <b>W</b> or <b>Q</b> authority and other users with S authority can grant this type of Permit. If issued, the Activity given the <b>U</b> authority has the same access to Tabs (A-J) as the Activity granting the Permit with Write.
<b>Y</b>	MACOM/MSC Region	Read only. This authority is assigned as a result of the RWP (Return with Prejudice) function. A form with <b>Y</b> authority cannot be submitted or modified.
<b>Z</b>	Installation	Read and delete. This authority is assigned as a result of the RWP function. [Only the Process Manager, MACOM, and MSC can issue this command.] The Delete function can be used to remove the form from the active system.

**Notes:** The DD Form 1391 Processor System allows field offices "Write" authority over most support documentation regardless of where control of the DD1391 Form may be.

District or Division designing offices have "Write" access to Tab B, if they have access to the form.

## **Freeze Codes**

In a directory listing:

**F** beside the Form Number indicates a Process Manager or a Region/MACOM/MSD has issued a freeze and the DD1391 Form (Tab A) is frozen, along with Tabs B (Type of Design Contract field only), E, F, and H.

**E** beside the Form Number indicates a Cost Reviewer has frozen all data on the DD1391 Form (Tab A) except the textual data, Tab B (Type of Design Contract field only), and Tab F.

**T** beside the Form Number indicates a Process Manager and the Cost Reviewer issued the Freeze; combination of the **F** and **E** freeze. If the Process Manager issued the Freeze, Tabs B (Type of Design Contract field only), E, F, and H are frozen in addition to Tab A.

**I** beside the Form Number indicates that the Process Manager has frozen the form and all support documentation (all tabs). If the Process Manager issued the Freeze, all Tabs are frozen, with one exception; the NEPA Documentation Status link in Tab J is still open for editing.

**C** beside the Form Number indicates that a Cost Reviewer and a Process Manager issued the Freeze command; combination of the E and I Freeze. If the Process Manager issued the Freeze, all Tabs are frozen, with one exception; the NEPA Documentation Status link in Tab J is still open for editing.

**Note:** If a reviewer has frozen particular tabs of support documentation, no code displays in the directory beside the Form Number, so if you receive a Freeze message when attempting to edit various data, use the **Check for Freeze** function to determine which Activity level issued the Freeze command.

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Standard Directory (Example of Basic Format)

PAGE	1	STANDARD DIRECTORY REPORT				12/01/2009		
FY	CATCODE	PROJECT DESCRIPTION	PROJNO	PROGTYP	STATUS	CHGDATE	A	FORMNO
Korea								
1998	74033	Construct Army Commun	50200	MCA	INST	03/17/2006	R	50200
2004	17120	General Instruction F	11694	MCA	OCEX	08/12/2005	R	11694
2005	51010	Medical Warehouse	70040	MCA	OCEX	09/28/2009	R	70040
2007	21410	Vehicle Maintenance F	18638	MCA	OCEX	03/13/2007	R	18638T
2010	21220	Barracks (116 person)	73712	MCA	TESTRO	06/23/2009	R	73712
Adak Branch Naval Hospital								
2011	72121	Advanced Individual T	78978	MCA	INST	11/24/2009	W	78978
Africa Various								
2009	72111	Unaccompanied Enliste	77518	MCA	INST	03/13/2009	W	77518
2011	74033	Headquarters Building	76738	MCA	INST	04/03/2008	W	76738
2012	72111	Unaccompanied Enliste	77527	MCA	INST	07/01/2008	W	77527
Al Ramadi								
1998	11110	Fixed-Wing Runway, Su	51476	MCA	INST	03/12/2008	W	51476
Alaska ARNG								
2005	11111	Fixed Wing Runway, Un	73497	MCA	TESTRO	06/26/2008	R	73497F
Aldingerstr Fam Hsg GE018								
2008	11221	Rotary Wing Taxiway,	76920	MCA	INST	05/19/2008	Q	76920
Altenburg Storage Area GE026								
2008	11221	Rotary Wing Taxiway,	76248	MCA	INST	08/22/2008	W	76248
2009	73017	Chapel Complex	76638	MCA	INST	04/02/2008	W	76638
Altimur								
2011	74025	Education Center	77231	MCA	INST	08/06/2009	W	77231
East Camp Grafenwoehr GE186								
2003	17120	BDE Complex - Install	55972	MCA		10/29/2001	R	55972
2003	72111	BDE Complex - Barrack	56427	MCA	INST	10/31/2001	R	56427
2003	72111	BDE Complex - Brigade	55975	MCA		10/31/2001	R	55975
2003	74028	BDE Complex - Troop S	55974	MCA		11/02/2001	R	55974
2003	80000	BDE Complex - Infraest	55973	MCA		10/30/2001	R	55973
2004	21410	BDE Complex-Maint & O	55980	MCA		12/10/2001	R	55980
2004	21410	BDE Complex-Maint & O	55978	MCA		12/04/2001	R	55978
2004	72111	BDE Complex - Barrack	55979	MCA		11/29/2001	R	55979
2004	72111	BDE Complex - Barrack	55977	MCA		12/03/2001	R	55977
2004	72111	BDE Complex-Barracks,	55983	MCA		12/04/2001	R	55983
2004	74014	BDE Complex - Family	55976	MCA		12/10/2001	R	55976
2005	21410	BDE Complex - Forward	55984	MCA	OCEX	07/23/2004	R	55984
2005	72111	BDE Complex - Barrack	55981	MCA	OCEX	08/22/2001	R	55981
2005	73017	BDE Complex - Communi	55985	MCA		08/23/2001	R	55985
2006	21410	BDE Complex - Maint &	55987	MCA	INST	03/22/2007	R	55987E
2006	72111	BDE Complex - Barrack	55988	MCA	INST	08/24/2001	R	55988
2006	72111	BDE Complex - Barrack	55986	MCA		04/21/2008	R	55986E
Echterdingen Airfield GE19B								
2004	44224	Deployment Storage Bu	52747	MCA	INST	02/01/2001	R	52747
Eglin Air Force Base								
2012	74033	Army Community Servic	76768	MCA	INST	06/17/2008	W	76768

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**Standard Directory (Example of Expanded Format)**

PAGE 1 STANDARD DIRECTORY REPORT 12/01/2009

FY	CATCODE	PROJECT DESCRIPTION	PROGTYP	STATUS	CHGDATE	A	FORMNO	P Rnk	R Rnk	M Rnk	MSC Rnk	I Rnk	WORK	UM	SCOPE	CWE(000)	
Korea																	
1998	74033	Construct Army Comm	MCA	INST	03/17/2006	R	50200	MCA			MCA	MCA	MCA	OT	m2	0	4400
2004	17120	General Instruction	MCA	OCEX	08/12/2005	R	11694	MCA			MCA	MCA	MCA	NE	SF	24596	20
2005	51010	Medical Warehouse	MCA	OCEX	09/28/2009	R	70040						AD	BD		0	1950
2007	21410	Vehicle Maintenance	MCA	OCEX	03/13/2007	R	18638T	MCA4					STEV	NE,AL	SF	54788	18500
2010	21220	Barracks (116 perso	MCA	TESTRO	06/23/2009	R	73712				MCA3	MCA2		NE	SF	28000	1650
Alaska																	
2011	72121	Adak Branch Naval Hospital Advanced Individual	MCA	INST	11/24/2009	W	78978						NE	PN		0	979000
Africa																	
2009	72111	Unaccompanied Enlis	MCA	INST	03/13/2009	W	77518						NE	SF		0	16500
2011	74033	Headquarters Buildi	MCA	INST	04/03/2008	W	76738							SF		0	15000
2012	72111	Unaccompanied Enlis	MCA	INST	07/01/2008	W	77527						NE	PN		0	0
Iraq																	
1998	11110	Al Ramadi Fixed-Wing Runway,	MCA	INST	03/12/2008	W	51476							m2		0	7000
Alaska ARNG																	
2005	11111	Alaska ARNG Fixed Wing Runway,	MCA	TESTRO	06/26/2008	R	73497F							SY		0	90
Germany																	
2008	11221	Aldingerstr Pam Hsg GE018 Rotary Wing Taxiway	MCA	INST	05/19/2008	Q	76920							SY		0	0
Germany																	
2008	11221	Altenburg Storage Area GE026 Rotary Wing Taxiway	MCA	INST	08/22/2008	W	76248						NE	SY		0	0
2009	73017	Chapel Complex	MCA	INST	04/02/2008	W	76638						NE	SF		0	12400
Afghanistan																	
2011	74025	Altimur Education Center	MCA	INST	08/06/2009	W	77231						NE	SF		0	4500
Germany																	
2003	17120	East Camp Grafenwoehr GE186 BDE Complex - Insta	MCA	INST	10/29/2001	R	55972	MCA			MCA	MCA	MCA	NE	SF	0	9400
2003	72111	BDE Complex - Barra	MCA		10/31/2001	R	56427	MCA			MCA	MCA	MCA	OT	PN	179	12600
2003	72111	BDE Complex - Briga	MCA		10/31/2001	R	55975	MCA			MCA	MCA	MCA	NE,CO	PN	0	26000
2003	74028	BDE Complex - Troop	MCA		11/02/2001	R	55974	MCA			MCA	MCA	MCA	NE	SF	0	40000
2003	80000	BDE Complex - Infra	MCA		10/30/2001	R	55973	MCA			MCA	MCA	MCA	NE	LP	0	42000
2004	21410	BDE Complex-Maint &	MCA		12/10/2001	R	55980	MCA			MCA	MCA	MCA	NE	SF	0	25000
2004	21410	BDE Complex-Maint &	MCA		12/04/2001	R	55978	MCA			MCA	MCA	MCA	NE	SF	0	23000
2004	72111	BDE Complex - Barra	MCA		11/29/2001	R	55979	MCA			MCA	MCA	MCA	NE	PN	0	34000
2004	72111	BDE Complex - Barra	MCA		12/03/2001	R	55977	MCA			MCA	MCA	MCA	NE	PN	0	34000
2004	72111	BDE Complex-Barrack	MCA		12/04/2001	R	55983	MCA			MCA	MCA	MCA	CO	PN	0	11400
2004	74014	BDE Complex - Famil	MCA		12/10/2001	R	55976	MCA			MCA	MCA	MCA	NE	SF	0	10000
2005	21410	BDE Complex - Forwa	MCA	OCEX	07/23/2004	R	55984	MCA			MCA	MCA	MCA	NE,CO	SF	270	36000
2005	72111	BDE Complex - Barra	MCA	OCEX	08/22/2001	R	55981	MCA			MCA	MCA	MCA	NE	PN	450	52000
2005	73017	BDE Complex - Commu	MCA		08/23/2001	R	55985	MCA			MCA	MCA	MCA	NE	SF	0	19500
2006	21410	BDE Complex - Maint	MCA	INST	03/22/2007	R	55987E	MCA			MCA	MCA	MCA	NE	SF	0	33000
2006	72111	BDE Complex - Barra	MCA	INST	08/24/2001	R	55988	MCA			MCA	MCA	MCA	NE	PN	300	36000
2006	72111	BDE Complex - Barra	MCA		04/21/2008	R	55986E	MCA			MCA	MCA	MCA	NE	PN	300	36000
Germany																	
2004	44224	Echterdingen Airfield GE19B Deployment Storage	MCA	INST	02/01/2001	R	52747	MCA			MCA	MCA	MCA	NE,MO	m2	3011	4500
Florida																	
2012	74033	Eglin Air Force Base Army Community Serv	MCA	INST	06/17/2008	W	76768						NE	SF		0	50000

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Example of Directory Listing Activities with Access to a Form

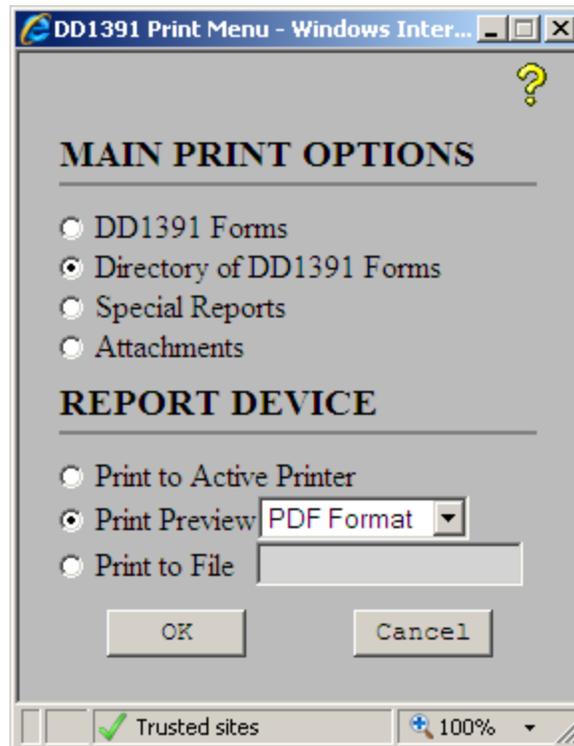
PAGE 1 STANDARD DIRECTORY REPORT 10/02/2009

FY	CATCODE	PROJECT DESCRIPTION	PROGRAM TYPE	FORM NUMBER
		Fort Huntsville		
			Alabama	
2012	74033	Army Community Services Center	MCA	79950

AUTHORITY	ACTIVITY
P	Dis Coe
P	Div Coe
P	District One
P	Division Two
P	Macomex
P	HNC Test Region Office
W	Fort Huntsville

## Custom Directory

To obtain a directory, click the **Print** icon. From the **DD1391 Print Menu**, click in the **Directory of DD1391 Forms** radio button. From the **Report Device** panel, indicate where the requested data is to be sent.



After you select **Directory of DD1391 Forms** from the **DD1391 Print Menu** dialog box, the system displays the **DD1391 Directory** screen. From that screen, select **Custom Directory**. Click in the appropriate radio button to get a directory of **Active DD1391 Forms** or **Inactive DD1391 Forms**. If you select **Inactive**, use the drop down list to indicate the category of forms to be searched. Category choices are: **Archive**, **Enact**, **Dropped**, **RWP**, or **All**.

Selection criteria include: **Form Number**; **Category Code**; **Installation**; **Location**; **Program Type**; **Fiscal Year**; **Permanent Project Number**; **Rank** level and **Rank Code**; **Since Last Change**, **Action**, or **Comment Date**; **Economic Analysis**; and **All Projects**. Dependent upon the variables selected, you must supply the data needed to cause the system to find the data for you.

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DD1391 Directory - Windows Internet Explorer

Standard Directory  
 Custom Directory

Active DD1391 Forms  
 Inactive DD1391 Forms Archive

Form Number  
 Category Code  
 Installation  
 Location  
 Program Type MCA  
 Fiscal Year  
 Permanent Project Number  
 Rank PROCESS MGR.  
 Rank Code  
 Since Last Change Date mm/dd/yyyy  
 Economic Analysis  
 All Projects

**CUSTOM DIRECTORY SELECTION LIST**

Next  
Cancel  
Reset

DD1391 Directory Trusted sites 100%

Make your selections and click next. From the next screen, select the sort criteria.

DD1391 Directory - Windows Internet Explorer

**Custom Directory - Sort by List** (Choose up to two options or Standard Sort)

Standard Sort (by Installation and Location)  
 Installation  
 Location  
 Fiscal Year  
 Category Code  
 Form Number  
 Project Description  
 Permanent Project Number  
 Temporary Project Number  
 Status of DD1391 Form  
 CCPL Rank

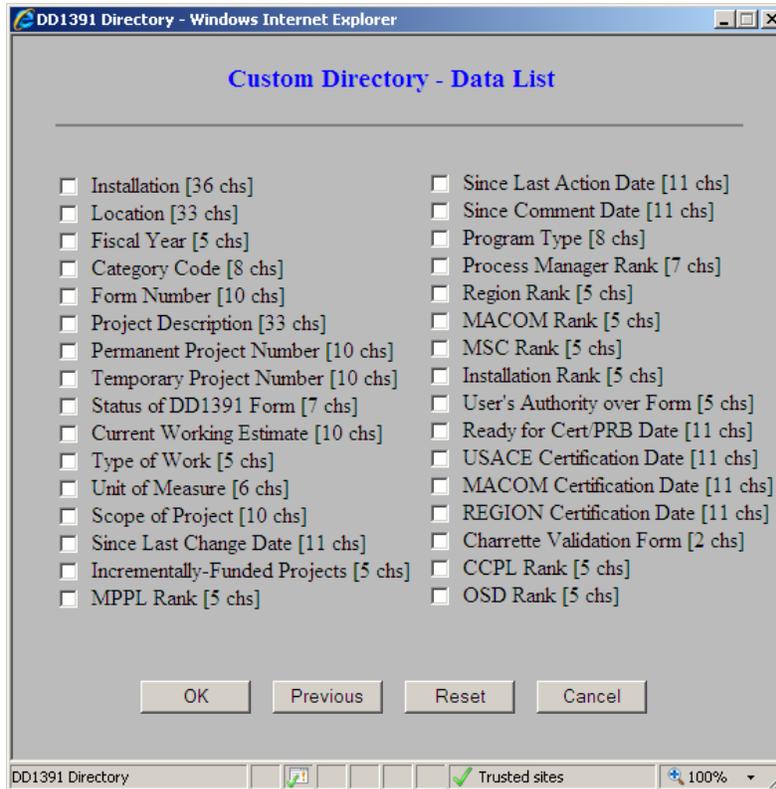
Since Last Change Date  
 Type of Work  
 Unit of Measure  
 Scope of Project  
 Current Working Estimate  
 Program Type  
 Rank Process Manager  
 User's Authority over Form  
 Certification Date USACE  
 MPPL Rank  
 OSD Rank

Next Previous Reset Cancel

DD1391 Directory Trusted sites 100%

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From the next screen, select the columns of data to be displayed/printed.



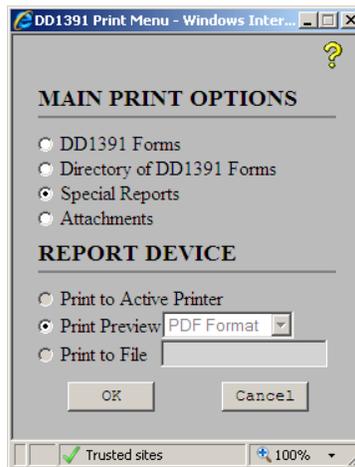
The system displays the forms with the specified criteria.

**Custom Directory (Sample Print)**

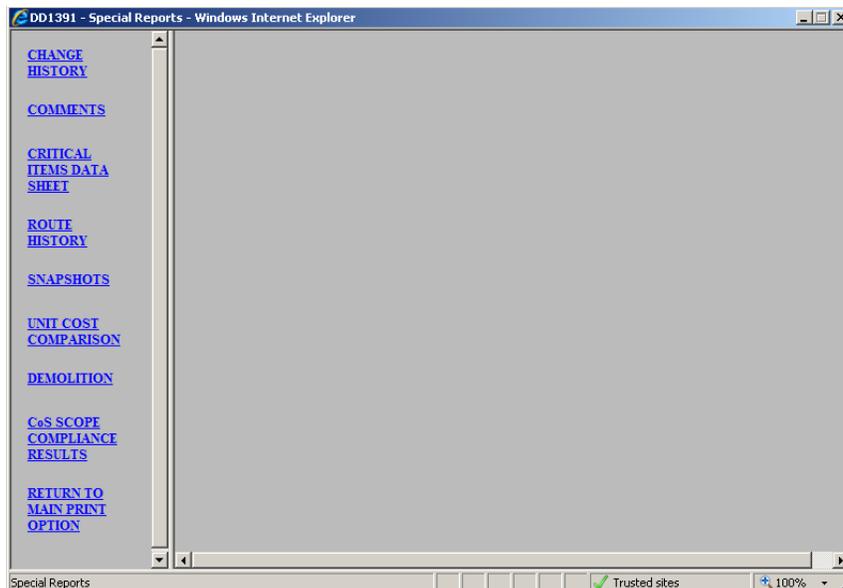
PAGE	1	CUSTOM DIRECTORY REPORT	10/06/2009	
INSTALLATION	FY	CATCODE	FORMNO	PGM TYP
Fort Huntsville	2011	61050	76718	MCA
Fort Huntsville	2011	54010	76585	MCA
Fort Huntsville	2011	45210	76565	NMD
Fort Huntsville	2011	61050	76561	MCA
Fort Huntsville	2011	21410	76397	AFH
Fort Huntsville	2011	74033	76305	MCA
Fort Huntsville	2011	21412	76280	MCA
Fort Huntsville	2011	21410	76281	MCA
Fort Huntsville	2011	74033	76239	MCA
Fort Huntsville	2011	17142	75960	OMACC
Fort Huntsville	2011	74016	75572	MR
Fort Huntsville	2011	11110	75442	MCA
Fort Huntsville	2011	21310	75244	BCA
Fort Huntsville	2011	17142	74521	AFH
Fort Huntsville	2011	53080	73613	BCA
Fort Huntsville	2011	21410	72798	MCA
Fort Huntsville	2011	11110	51530	MCA

## Printing Special Reports

The DD Form 1391 Processor System Print function supports the printing of DD1391 Forms and Support Data, Standard Directories, Custom Directories, and Special Reports to include **Change History, Comments, Critical Items Data Sheet, Route History, Snapshots, Unit Cost Comparison, Demolition, and CoS Scope Compliance Results**. From the **DD1391 Print Menu** display box, select **Special Reports**. The default for **Report Device** is **Print Preview (PDF Format)**. Click **OK** from the **DD1391 Print Menu** dialog box.

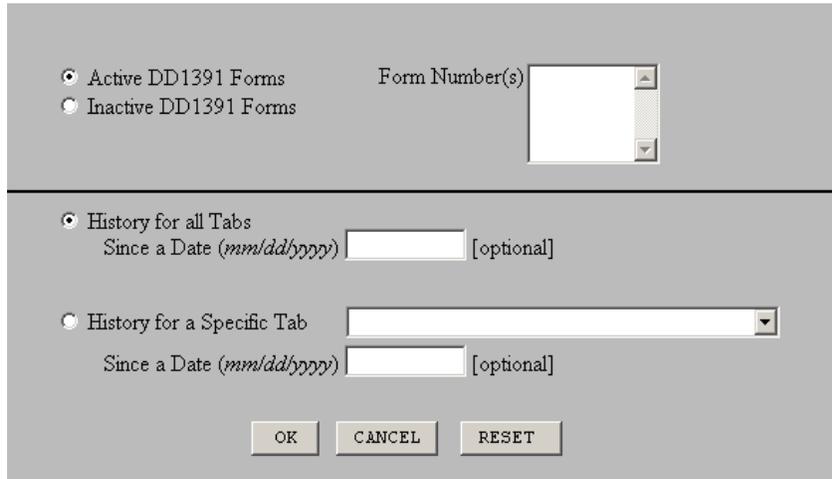


The system displays the **DD1391 Special Reports** dialog box. Select the desired report and specify other parameters as appropriate. After the requested report displays, you may select to send the report to an active printer to obtain a paper copy.



## Change History

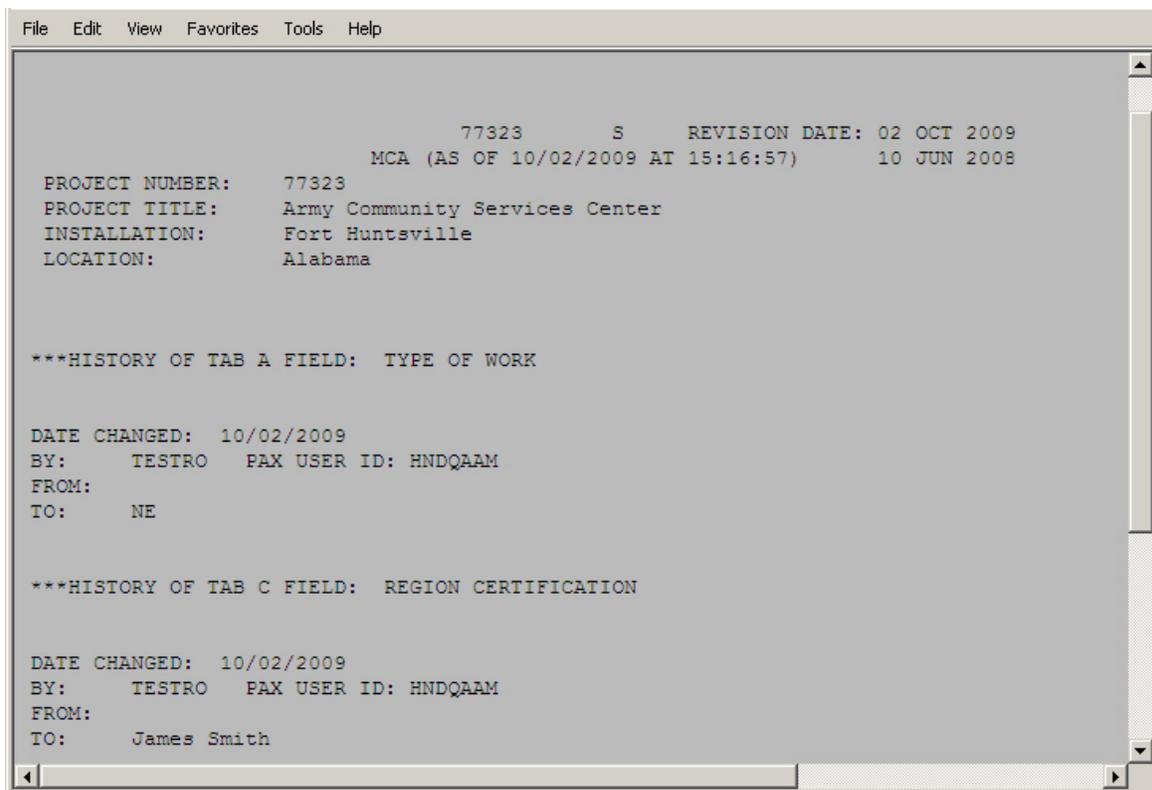
**Change History** displays a report of changes to DD1391 discrete and text data for submitted forms. The report can be tailored to a **Specific Tab** and can be limited by **Since a Date**.



The dialog box contains the following elements:

- Radio buttons for "Active DD1391 Forms" (selected) and "Inactive DD1391 Forms".
- A "Form Number(s)" text box with a vertical scroll bar.
- Radio buttons for "History for all Tabs" (selected) and "History for a Specific Tab".
- Under "History for all Tabs": "Since a Date (mm/dd/yyyy)" text box followed by "[optional]".
- Under "History for a Specific Tab": A dropdown menu and "Since a Date (mm/dd/yyyy)" text box followed by "[optional]".
- Buttons for "OK", "CANCEL", and "RESET" at the bottom.

## Change History (Sample Report)



The screenshot shows a window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a text area containing the following report content:

```
77323      S      REVISION DATE: 02 OCT 2009
MCA (AS OF 10/02/2009 AT 15:16:57)      10 JUN 2008

PROJECT NUMBER: 77323
PROJECT TITLE:  Army Community Services Center
INSTALLATION:  Fort Huntsville
LOCATION:        Alabama

***HISTORY OF TAB A FIELD:  TYPE OF WORK

DATE CHANGED: 10/02/2009
BY:  TESTRO  PAX USER ID: HNDQAAM
FROM:
TO:  NE

***HISTORY OF TAB C FIELD:  REGION CERTIFICATION

DATE CHANGED: 10/02/2009
BY:  TESTRO  PAX USER ID: HNDQAAM
FROM:
TO:  James Smith
```

## Comments

**Comments** allow the display of comments for DD1391 Forms. The data can be tailored by Tab and limited to a certain Since Date.

The dialog box contains the following elements:

- Form Number(s) [text input]
- Comments for all Projects in a Fiscal Year [text input]
- Comments for all Projects with a Specific Rank [Process Manager] [Rank Code] [text input]
- Comments for a Specific Tab [All Tabs] [dropdown]
- Since a Date (mm/dd/yyyy) [text input] [optional]
- Buttons: OK, CANCEL, RESET

## Comments Example

```
File Edit View Favorites Tools Help
*****DD 1391 PROCESSOR (10/02/2009)*****
FORM 77323
Fort Huntsville Alabama FY= PROJNO
DATE
ASSUMED MIDPOINT OF CONSTRUCTION COST INDEX
***** REVIEW COMMENTS FOR FORM 77323
TAB A - DD1391 Form
HUNTSVILLE CENTER
20091002
Change in FY from 2010 to 2012 approved today by JS.
TAB C - Miscellaneous Support Data
HUNTSVILLE CENTER
20091002
Certified by James Smith, IMCOM SE.
```

### **Critical Items Data Sheet (CIDS Report)**

**CIDS Report** provides information about the project (Activity, Location, Fiscal Year, Cost Index, Unit of Measure, etc.); identifies Tabs which contain incomplete data; lists specific data changes associated with Tabs A, B, C, D, E, F, and G; indicates tabs with no data; provides DD1391/ENG3086 costs; and indicates status of signature data. The CIDS report is a valuable tool for Reviewers trying to determine if a form is ready for assessment and/or if certain data exist.

The screenshot shows a dialog box with a grey background. It contains three radio button options for selecting the data to be displayed in the CIDS report. The first option, "Form Number(s)", is selected and is followed by a text input field. The second option is "Critical Items Data Sheet for all Projects in a Fiscal Year", followed by a text input field. The third option is "Critical Items Data Sheet for all Projects with a Specific Rank", followed by a dropdown menu showing "Process Manager" and a "Rank Code" text input field. At the bottom of the dialog box are three buttons: "OK", "CANCEL", and "RESET".

Critical Items Data Sheet Example

File Edit View Favorites Tools Help

Fort Huntsville, Alabama FORM: 77323  
FY: 2012 PROJ NO: 77323 COST INDEX: 2556 PGM TYP: MCA  
DATE: 10 JUN 2008 UM=E  
REVISION DATE: 02 OCT 2009  
ASSUMED MIDPOINT OF CONSTRUCTION DATE: SEP 2012

CRITICAL ITEMS DATA SHEET

FORM COMPLETION INFORMATION  
DD1391 FORM (TAB A) IS MISSING INFORMATION: YES  
THIS PROJECT INCREMENTALLY FUNDED: NO  
IMCOM REGION DIRECTOR SITE APPROVAL: YES

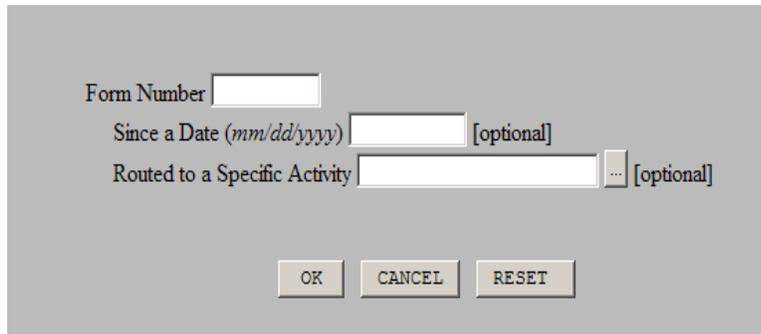
COST INFORMATION  
1391 TOTAL PROJECT COST: \$29,000,000 ENG3086 TOTAL COST: \$  
INFORMATION SYSTEMS CONSISTENCY (TABS A and F): YES  
INSTALLED EQUIPMENT OTHER APPROPRIATIONS: \$485,000  
DEMOLITION COST: \$  
COST CHANGES HAVE OCCURRED WHICH COULD AFFECT TABS B, E, OR F: YES  
PERCENT OF SUPPORTING COST TO PRIMARY COSTS: 63.66 %

DESIGN INFORMATION  
CONSTRUCTION START/COMPLETION DATES IN TAB A AND TAB B: MISMATCH  
CONCEPT COMPLETE DATE:  
DESIGN COMPLETE DATE:  
PERCENT OF PLANS/SPECS COST TO PROJECT COST: 0.00 %  
PERCENT OF TOTAL DESIGN COST TO PROJECT COST: 0.00 %

KEY REVISION DATES  
ENG3086 REVISION DATE:  
TAB F (INFO SYS) REVISION DATE: 07 NOV 2008  
INFORMATION SYSTEMS CERT DATE:  
DDESB REQUIRED: N  
DDESB APPROVAL DATE:  
USACE CERT DATE: READY FOR CERT/PRB:  
REGION CERT DATE: 02 OCT 2009 MACOM CERT DATE:  
PLANNING CHARRETTE DATE:

## Route History

**Route History** allows you to print a report of routing actions for a form. Enter the form number for which the information is desired. You may limit the report by entering a Since Date and/or requesting the route history related to a Specific Activity.



Form Number

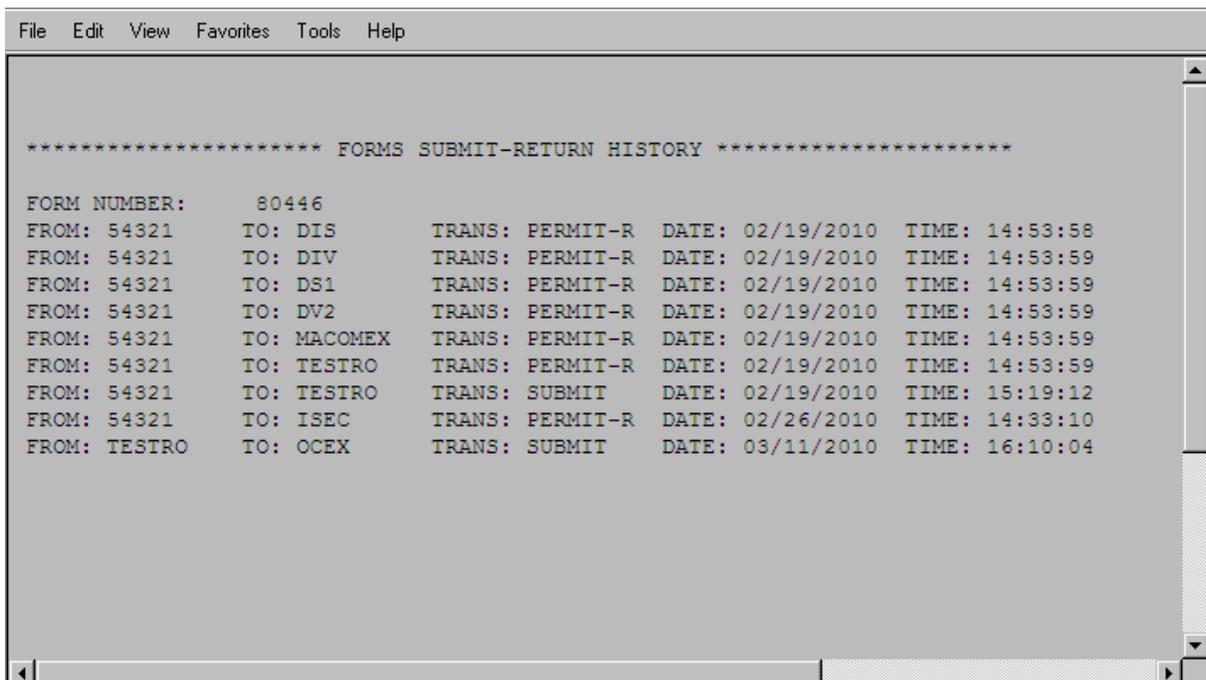
Since a Date (mm/dd/yyyy)  [optional]

Routed to a Specific Activity  ... [optional]

OK CANCEL RESET

The report includes the form number, from and to office ID, the type of transaction (i.e., Submit, Transfer, Return-for-Correction (RFC), Return-to-Sender (RTS), etc.), and the date and time of the transaction. In addition, the report indicates whether the form was permitted with Read (PERMIT-R) or Write (PERMIT-W) authority.

## Route History Example



```
File Edit View Favorites Tools Help

***** FORMS SUBMIT-RETURN HISTORY *****

FORM NUMBER:      80446
FROM: 54321      TO: DIS      TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:58
FROM: 54321      TO: DIV      TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:59
FROM: 54321      TO: DS1     TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:59
FROM: 54321      TO: DV2     TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:59
FROM: 54321      TO: MACOMEX TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:59
FROM: 54321      TO: TESTRO  TRANS: PERMIT-R  DATE: 02/19/2010  TIME: 14:53:59
FROM: 54321      TO: TESTRO  TRANS: SUBMIT    DATE: 02/19/2010  TIME: 15:19:12
FROM: 54321      TO: ISEC    TRANS: PERMIT-R  DATE: 02/26/2010  TIME: 14:33:10
FROM: TESTRO     TO: OCEX    TRANS: SUBMIT    DATE: 03/11/2010  TIME: 16:10:04
```

## Snapshots

Snapshots displays options for displaying snapshots of DD1391 Forms.

<input checked="" type="radio"/> Active DD1391 Forms <input type="radio"/> Inactive DD1391 Forms	<u>Measurement System</u> <input checked="" type="radio"/> English <input type="radio"/> Metric
<input checked="" type="radio"/> Form Number(s) <input type="text"/>	
<input type="radio"/> Snapshots for all Projects in a Fiscal Year <input type="text"/>	
<input type="radio"/> Snapshots for all Projects with a Specific Rank <input type="text" value="Process Manager"/> Rank Code <input type="text"/>	
<input checked="" type="radio"/> Print - Since a Date ( <i>mm/dd/yyyy</i> ) <input type="text"/> [optional]	
<input type="radio"/> Print - Specific Date ( <i>mm/dd/yyyy</i> ) <input type="text"/>	
<input type="radio"/> List - Since a Date ( <i>mm/dd/yyyy</i> ) <input type="text"/> [optional]	
<input type="radio"/> Compare - Start Date ( <i>mm/dd/yyyy</i> ) <input type="text"/> End Date ( <i>mm/dd/yyyy</i> ) <input type="text"/>	
<input type="button" value="OK"/> <input type="button" value="CANCEL"/> <input type="button" value="RESET"/>	

This feature allows you to print or view the content of DD1391 Forms as they existed on certain dates during the review process. The System automatically records a snapshot of each form as a result of the Submit, Return for Correction, and Return with Prejudice functions. Reviewers may also capture snapshots as needed. Snapshots of Active or Inactive DD1391 Forms may be printed/viewed in English or Metric measurements by Form Number, Fiscal Year, and Rank/Rank Code. Reports may be further limited by date.

## Unit Cost Comparison

**Unit Cost Comparison Report** can be generated by Form Number(s) or Rank/Rank Code.

The report displays the Primary Facilities for a form or forms and, within the results listing, shows a comparison between the Primary Facilities' unit costs and the "loaded" unit costs allowed by the Office of the Secretary of Defense (OSD). The "loaded" unit cost takes the base unit cost and factors in the area cost factor, mid-point inflation factor, and the size adjustment factor.

### Unit Cost Comparison Report Example

DATE: 10 MAR 2010

FORM NUMBER: 80494                      FISCAL YEAR: 2014  
 INST/LOC: Fort Huntsville, AL  
 PROJECT TITLE: Multipurpose Training Range (MPTR)

Catcode	Description	UM	Quantity	Unit Cost (Loaded UC)	Total Cost
17864	Multipurpose Trainin LN	LN	24	\$1,904.00 (*)	\$45,696
17807	Night Fire (Small Ar FP	FP	24	2,047.00 (*)	49,128
17971	Control/Observation SF	SF	250	378.88 (378.70)	94,720
17971	Control/Observation SF	SF	450	359.56 (359.48)	161,802
17122	Range Operations & S SF	SF	1,000	141.84 (**)	141,840
73075	Field Latrines, Aera SF	SF	200	557.44 (557.19)	111,488
00005	SDD and EPAct05 LS	LS	0	0.00 (*)	1,400
88041	Antiterrorism Measur LS	LS	0	0.00 (*)	1,400

\*Either the line item's Category Code does not exist in the Unit Cost Assistance Table or the line item's Unit of Measure does not match the UM in the Table; due to this, a loaded unit cost could not be determined.  
 \*\*Due to the Unit Cost Assistance Table containing multiple facilities for this catcode, a loaded unit cost could not be determined.

## Demolition

The **Demolition** link allows you to print **One-For-One Demolition** Reports and **Building Number Validation** Reports and to **List Building Numbers** designated for demolition. You may generate the selected report by Form Number(s), Rank/Rank Code, or by Fiscal Year. Select the desired report, enter the required information, and click **OK** to process. The system displays the requested data.

The screenshot shows a dialog box with a grey background. At the top, there are three radio buttons: "One-For-One Demolition" (selected), "Building Number Validation", and "List Building Numbers". A horizontal line separates this section from the input fields below. Under "One-For-One Demolition", there is a radio button, a text box for "Form Number(s)", and a scrollable list box. Under "Projects with a Specific Rank", there is a radio button, a dropdown menu showing "Process Manager", and a text box for "Rank Code". Under "Fiscal Year", there is a radio button and a text box. At the bottom, there are three buttons: "OK", "CANCEL", and "RESET".

The **One-for-One Demolition** report compares the amount of new SF versus the amount of SF to be demolished.

**One-for-One Demolition Report Example**

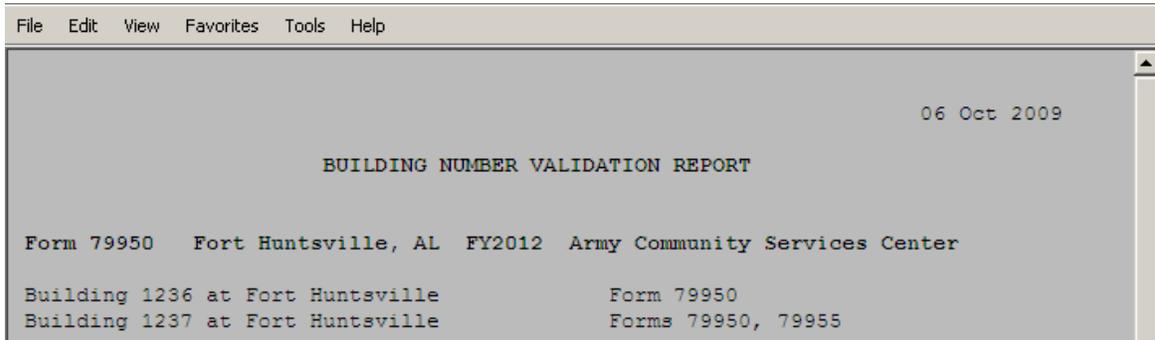
DD1391 FORM	PRIMARY FACILITY (Total SF)	SF TO BE DEMOLISHED	ONE-FOR-ONE COMPARISON	TOTAL DEMO COST (\$000)	DEMO COST PER SF
Fort Huntsville, AL 80321	210,000	48,000	162,000	151	3.15
PRIMARY FACILITY TOTAL:		210,000			
SF TO BE DEMOLISHED TOTAL:		48,000			
ONE-FOR-ONE COMPARISON:		162,000			
DEMO COST TOTAL (\$000):		\$ 151			
DEMO COST PER SF TOTAL:		\$ 3.15			

The Form Number, Installation Name, and Primary Facility (Total SF) pulls from Tab A. SF to be Demolished pulls from Tab H. The One-For-One Comparison is calculated by subtracting the SF to be Demolished from Primary Facility (Total SF). Total Demo Cost is the sum of all demolition cost line items in the supporting facilities Site Improvement/Demolition block. Demo Cost per SF pulls from dividing the Total Demo Cost by the SF to be Demolished.

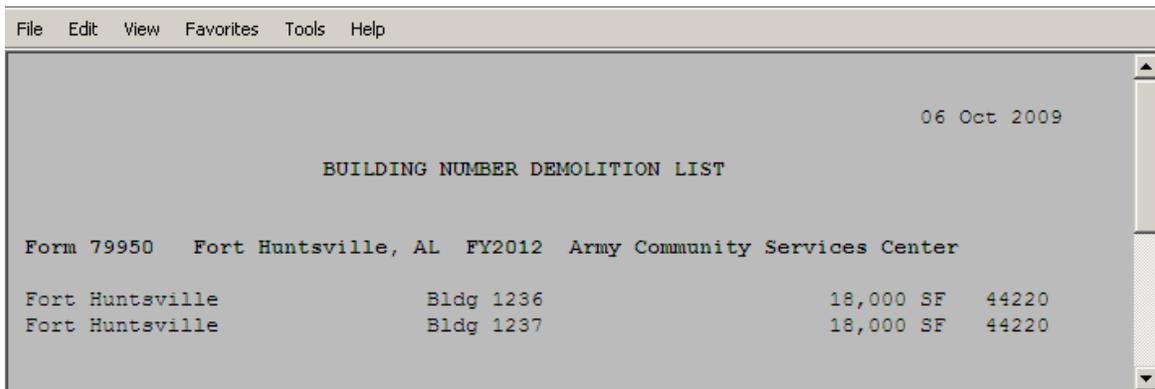
The Primary Facility Total, SF to be Demolished total, and the Demo Cost total are calculated by adding each individual column. The One-For-One Total is calculated by subtracting the SF to be Demolished Total from the Primary Facility (Total SF). The Demo Cost per SF Total is calculated by dividing the Demo Cost Total by the SF to be Demolished Total. All Total Costs round to the nearest thousand.

The **Building Number Validation** checks DD1391 Forms for multiple entries of a specific building number.

### Building Number Validation Report Example



The **List Building Numbers** option displays all the demolition line items from Tab H of the requested form(s).



### CoS Scope Compliance Results

The **CoS Scope Compliance Results** can be retrieved by Form Number or Rank/Rank Code.

CoS Scope Compliance Results for Form Number(s)

CoS Scope Compliance Results for all Projects with a Specific Rank   
Rank Code

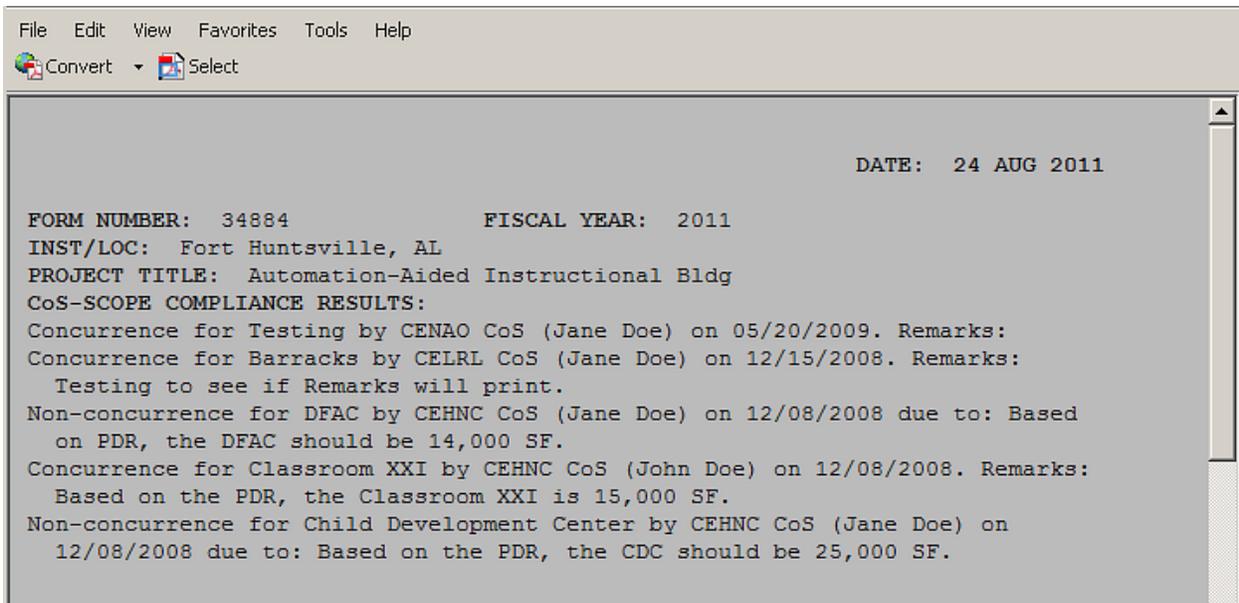
OK CANCEL RESET

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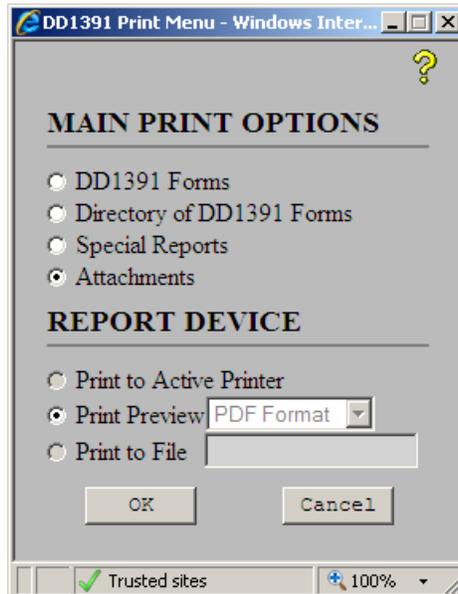
The header of the report contains the current date, the Form Number, Fiscal Year, Installation/Location, and Project Title for each requested project. The CoS Scope Compliance Report lists concurrence or non-concurrence statement by centers that have provided their compliance responses based upon scope requirements.

**CoS Scope Compliance Report Example**

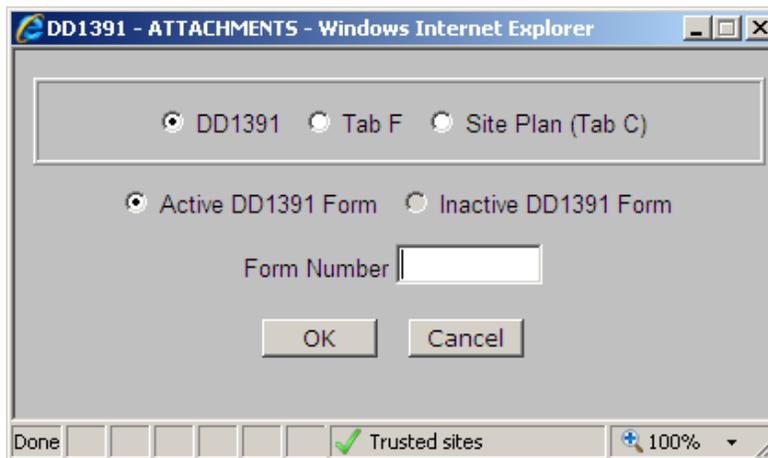


**Attachments**

The DD Form 1391 Processor System Print function supports the printing of attachments entered via the DD1391 Module as additional support documentation for military construction projects, attachments entered for the information systems cost estimate entered via Tab F Information Systems or uploaded to Tab F via the ISCE (Information Systems Cost Estimator) software, and the Site Plan attached via the Site Information link in Tab C-Miscellaneous Support Data. Attachments can be printed/viewed by any user with access to the DD1391 Form. To print attachments, click the **Print** icon. From the **DD1391 Print Menu**, click in the **Attachments** radio button.



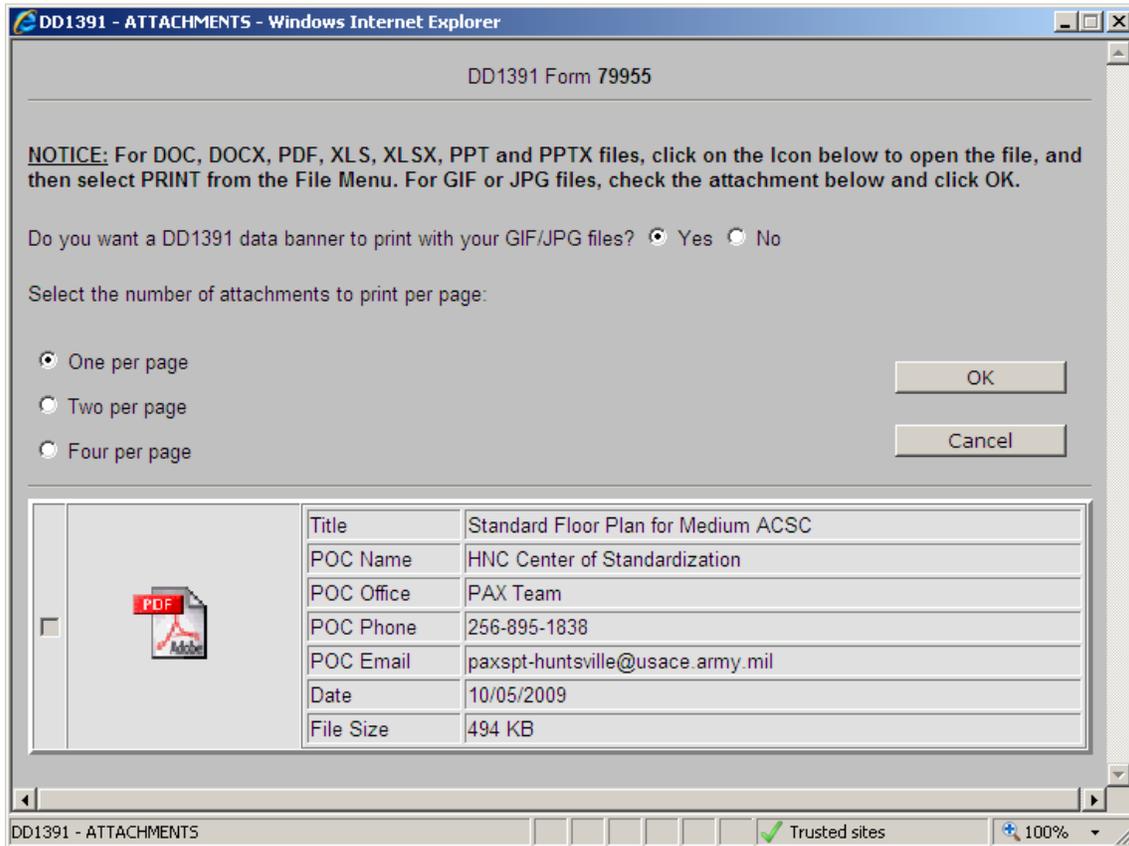
Click **OK**. The system displays the **DD1391 – Attachments** dialog box.



Choose to print **DD1391 Attachments**, **Tab F Attachments**, or **Tab C Site Plan** for an **Active DD1391 Form**. The **Inactive DD1391 Form** option is currently unavailable. Enter the **DD1391 Form Number** for which attachments are to be printed. Click **OK**. If no attachments are available, the system displays the message, **THERE ARE NO ATTACHMENTS FOR THIS FORM**.

If attachments exist, the system displays another **DD1391 - Attachments** dialog box. Indicate whether or not banner data is to print and the number of graphics to be printed per page.

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Click the appropriate icon and click **OK** to open the desired attachment. Once the attachment is opened/displayed, select **Print** from the **File** menu. Click the  icon in the upper right of the dialog box to **Convert current web page to an Adobe PDF File**. Close the display.

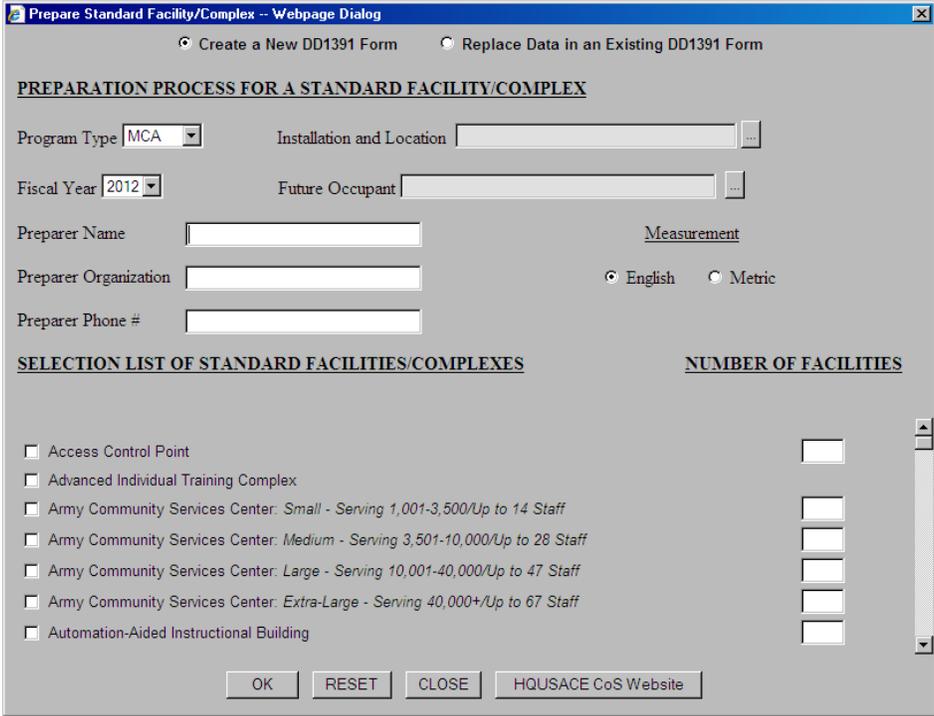
## Creating a DD1391 Form

A DD1391 Form can be created using the **DD1391Quickstart** function ; a form can be created from scratch using the system template; or a new form can be created from an existing form.

### Creating a New DD1391 Form Using DD1391 Quickstart

DD1391 Quickstart assists in preparing new DD1391 Forms and replacing data in existing forms for facilities with a standard design (as developed by the USACE Centers of Standardization). DD1391 Quickstart creates a new DD1391 Form pre-filled with primary facility data, standardized text verbiage, notes for the preparer of the project, and furnishings and equipment data. Additionally, most projects have floor plans, and possibly site plans and furniture layouts, attached to the form.

1. Access the DD1391 Module.
2. Click the **DD1391 Quickstart**  icon.



**Prepare Standard Facility/Complex - Webpage Dialog**

Create a New DD1391 Form     Replace Data in an Existing DD1391 Form

**PREPARATION PROCESS FOR A STANDARD FACILITY/COMPLEX**

Program Type:     Installation and Location:

Fiscal Year:     Future Occupant:

Preparer Name:     Measurement:

Preparer Organization:      English     Metric

Preparer Phone #:

**SELECTION LIST OF STANDARD FACILITIES/COMPLEXES**      **NUMBER OF FACILITIES**

<input type="checkbox"/> Access Control Point	<input type="text"/>
<input type="checkbox"/> Advanced Individual Training Complex	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Small - Serving 1,001-3,500/Up to 14 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Medium - Serving 3,501-10,000/Up to 28 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Large - Serving 10,001-40,000/Up to 47 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Extra-Large - Serving 40,000+/Up to 67 Staff</i>	<input type="text"/>
<input type="checkbox"/> Automation-Aided Instructional Building	<input type="text"/>

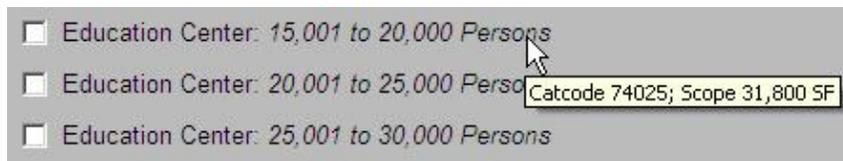
OK    RESET    CLOSE    HQUSACE CoS Website

3. The system displays the **Prepare Standard Facility/Complex** dialog box. By default, the **Create a New DD1391 Form** radio button is selected. If you already have a DD1391 Form created and you wish to replace the data on that form with standard data, click in the radio button

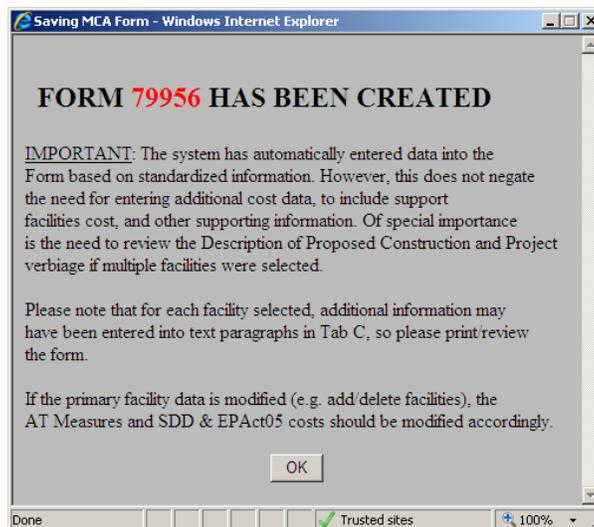
labeled **Replace Data in an Existing DD1391 Form**. **Program Type**, **Fiscal Year**, **Future Occupant**, and **Measurement** also have default options chosen. Edit fields as needed, enter **Preparer** contact information, and then use the Assistance button to select the appropriate **Installation and Location** and **Future Occupant**. All fields except **Preparer** contact information must be completed to create the form.

**Note:** Quickstart can be used for all Program Types except **ECIP**, **MR**, **BUP**, **RB**, and **OMACC**.

4. Scroll through the **Selection List of Standard Facilities/Complexes** and select the desired facilities/complexes. You may select a maximum of ten facilities and for **Number of Facilities**, you may enter a maximum of ten (10) for each of the selected facilities. Place a checkmark in the box to the left of each desired facility and enter the quantity in the box to the right for each selected facility. To view the **Catcode** and Standard-Design **Scope** (in SF) for any facility, rest your cursor on the facility title to display a bubble containing the information.



5. **OK** initiates processing. **RESET** erases all selections. **CLOSE** exits the **Prepare Standard Facility/Complex** dialog box. Click **OK**. The system displays the newly created Form number along with user guidance.



The new DD1391 Form now contains standard design data. However, as noted in the dialog box, it is important to review all data as some additions and corrections may be necessary. Please refer to the appropriate section of this **Reference Guide** for further assistance.

### **HQUSACE CoS Website**

Further information regarding USACE Centers of Standardization (COS) may be accessed by clicking the **HQUSACE CoS Website** button found on the bottom right of the Prepare Standard Facility/Complex dialog box. This website is used by the COS to disseminate all the necessary information related to Military Construction Transformation (MT) process and standard design development. On this site you will find:

- Points of Contact (POCs) for each of the COS and USACE Headquarters (POCs are listed by facility type and by District or Center, and each has an email address listed for technical or policy assistance).
- All the necessary information pertaining to each standard facility type developed to date:
  - Army Standards
  - Army Standard Designs
  - Adapt-Build Model information
  - DD Form 1391 Templates
- All pertinent COS policy and procedural documents
- Important website links to other pertinent COS and MT information
- Links with "(intranet)" after them are Army/USACE intranet websites with Common Access Card (CAC) access only.



### **Replacing Data in an Existing DD1391 Form Using Quickstart**

This option allows a user to replace Cost and Verbiage in an existing DD1391 Form with standard Costs and Verbiage developed by the USACE Centers of Standardization.

1. Access the DD1391 Module.
2. Click the **DD1391 Quickstart**  icon.
3. Click the **Replace Data in an Existing DD1391 Form** radio button.

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4. Enter the **DD1391 Form number** and select the facility. To view the **Catcode** and **Scope** (in SF) for any facility, rest your cursor on the facility title to display a bubble containing the information. Then click the **OK (to view data for comparison purposes)** button.

**Prepare Standard Facility/Complex -- Webpage Dialog**

Create a New DD1391 Form     Replace Data in an Existing DD1391 Form

**REPLACE COST AND VERBIAGE FOR STANDARD DESIGN FACILITIES**

This function will allow a user to replace existing Project Cost Data, the Description of Proposed Construction verbiage, and the Project Verbiage with "standard" cost/verbiage from one or more standard design facilities.

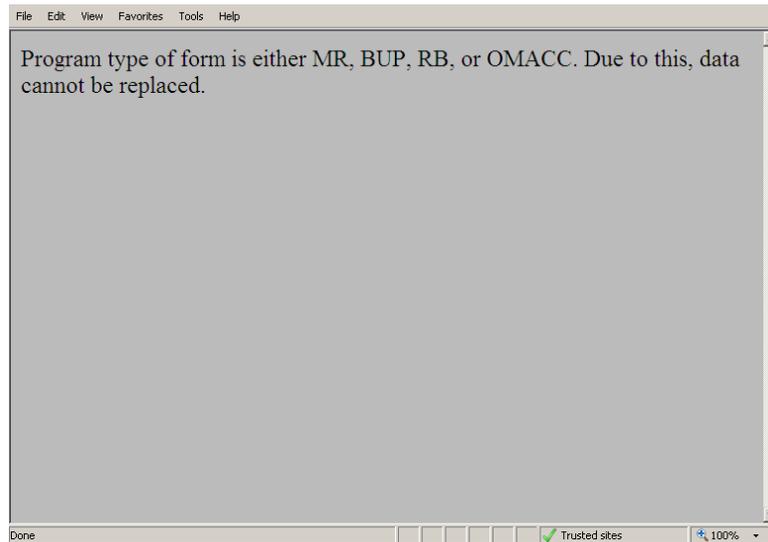
Enter DD1391 Form Number:

<u>SELECTION LIST OF STANDARD FACILITIES/COMPLEXES</u>	<u>NUMBER OF FACILITIES</u>
<input type="checkbox"/> Access Control Point	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Small - Serving 1,001-3,500/Up to 14 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Medium - Serving 3,501-10,000/Up to 28 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Large - Serving 10,001-40,000/Up to 47 Staff</i>	<input type="text"/>
<input type="checkbox"/> Army Community Services Center: <i>Extra-Large - Serving 40,000+/Up to 67 Staff</i>	<input type="text"/>
<input type="checkbox"/> Automation-Aided Instructional Building	<input type="text"/>
<input type="checkbox"/> Battalion Headquarters w/Classrooms: <i>Small (20-35 Staff)</i>	<input type="text"/>

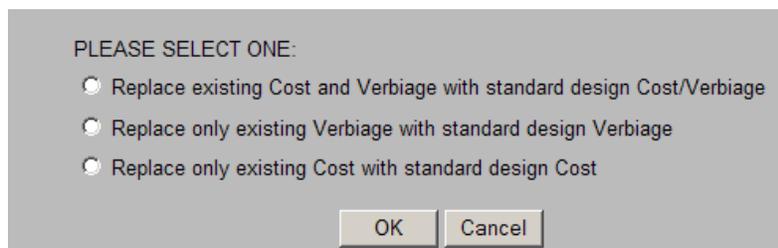
Catcode 74033; Scope 22,939 SF

When you click **OK**, if the Program Type of the form you have selected is MR, BUP, RB, or OMACC, this system displays this message.



5. After reviewing the displayed data showing the **Current/Existing Cost and Verbiage** and the **Standard Design Cost and Verbiage (for Replacement Purposes)**, scroll to the bottom of the dialog box to choose your action: You may select to:



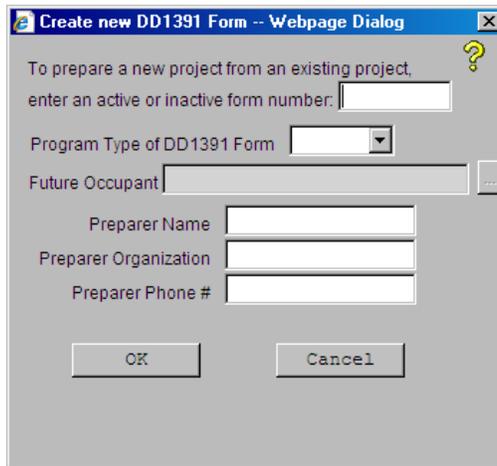
Make your selection and click **OK** to revise the data on the selected DD1391 Form or **Cancel** to leave the form as it is. The System displays a message indicating the form has been updated.

## Creating a DD1391 Form from the System Template or an Existing Form

1. Access the DD1391 Module.

2. Click the **Create New DD1391**  icon.

3. The system displays the **Create New DD1391 Form** screen.



To prepare a new form from an existing DD1391 Form, enter the existing Form Number, provide the Preparer information, and click the **OK** button. For National Guard and Army Reserve, the “prepare a new project from an existing project” function is unavailable. The newly created form will contain data from the existing form to include: header data, project cost, text, information systems cost, standard statement selections, furnishings and equipment, and certain Tab K data. When creating a new DD1391 Form from scratch, select the appropriate **Program Type** from the drop-down box. Valid Program Types are: **AAFES** (Army and Air Force Exchange Services), **AFH** (Army Family Housing), **BCA** (Base Closure, Army), **BMDO** (Ballistic Missile Defense Organization), **BUP** (Barracks Upgrade Program), **CFF** (Commercially-Financed Facilities), **ChemD** (Chemical Demilitarization), **DFAS** (Defense Finance and Accounting Service), **DLA** (Defense Logistics Agency), **ECIP** (Energy Conservation Investment Program), **MCA** (Military Construction, Army), **MED** (Medical Facilities), **MR** (Maintenance & Repair), **NAF** (Non-Appropriated Funds), **NMD** (National Missile Defense), **OMACC** (Operations & Maintenance, Army Contingency Construction), **PBS** (Production Base Support), **PIK** (Payment-In-Kind), **RB** (Relocatable Buildings), **S6S** (Section 6 Schools), **SOP** (Special Operations Program), and **TMD** (Theater Missile Defense). For National Guard, the only Program Type available is **MCNG** (Military Construction, National Guard). For Army Reserve, two Program Types are available: **MCAR** (Military Construction, Army Reserve) and **MRAR** (Maintenance and Repair, Army Reserve). For all Program Types except **BMDO**, **MED**, **NMD**, **SOP**, **TMD**, and **NG**, the system requires the completion of the **Future Occupant** field. The **Future Occupant** assistance button provides drop-down box

containing “Garrison Commander” and the names of valid MACOMs. For a tenant-sponsored project, choose the appropriate MACOM name. The default for **OMACC** is **ARCENT (C)**. If the form is for an installation support project, choose Garrison Commander. If the occupant selected is any of the valid MACOM or MSC names (that is any selection other than “Garrison Commander”), upon submittal of the form to the Region, the system automatically permits access of that form to the selected MACOM or if MSC, the selected MSC and its MACOM..

When the Future Occupant selected on the **Create a New DD1391 Form** screen is any value other than Garrison Commander, a link in **Tab C – Miscellaneous Support Data** entitled: **Future Occupant Concurrence** is available to installation level users with **W** or **Q** authority. The link supports the entry of Future Occupant Concurrence.

4. Enter the **Preparer Name, Preparer Organization, and Preparer Phone #**. Click **OK** to advance or **CANCEL** to exit. If you click **OK**, the system displays the message, *Please wait: Generating New Form*, and then opens a blank DD1391 Form. **Tab A – DD1391 Form** accesses all DD1391 Form data.

For the **OMACC** Program Type, prior to opening the DD1391 Form template, the system displays a checklist to assist you in determining if OMACC is the correct Program Type.

OMACC Program Type Options -- Webpage Dialog

Please select each option that is applicable to your project:

- The construction is necessary to meet urgent military operational requirements of a temporary nature involving the use of Armed Forces in support of Operation Iraqi Freedom or the Global War on Terrorism.
- The construction is not carried out at a military installation where the United States is reasonably expected to have a long-term presence.
- The United States has no intention of using the construction after operational requirements have been satisfied.
- The level of construction is the minimum necessary to meet the temporary operational requirements.
- Project contains a new work element with an estimated value in excess of \$750K funded cost.
- Project repair cost will exceed 50% of the replacement cost.

**IMPORTANT: For austere facilities, you are required to conduct a force protection threat assessment and submit a request for waiver for approval which will include force protection mitigation strategies based upon the threat.**

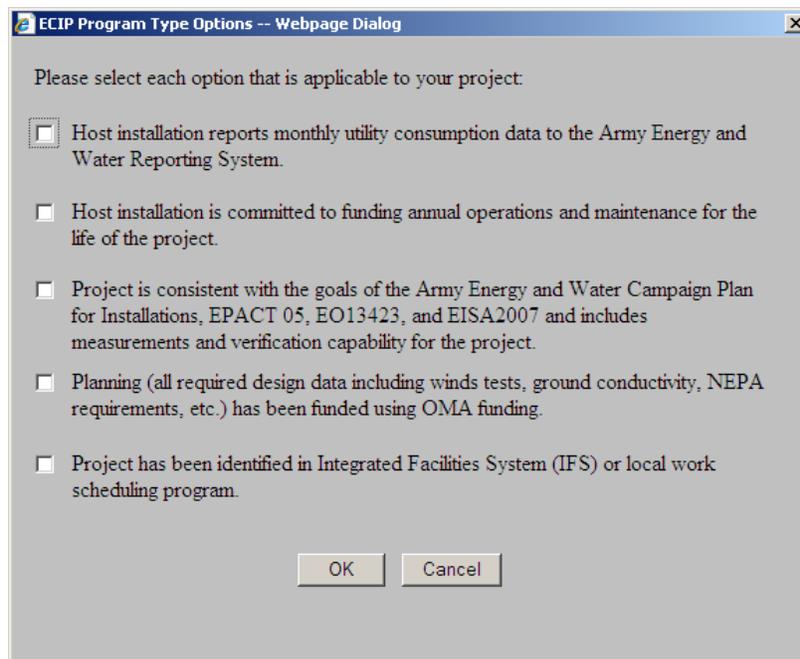
OK Cancel

All six options on the checklist must be applicable and selected for OMACC to be selected as the Program Type. If any option is not selected, the system displays the following message:

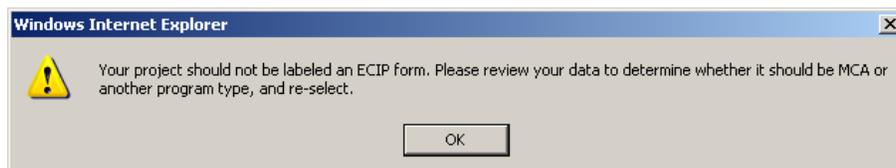


Additionally, DD1391 Forms for OMACC projects have special standard facilities templates available with text and cost defaults. Some data can be edited and some cannot.

For the **ECIP** Program Type, prior to opening the DD1391 Form template, the system displays a checklist to assist you in determining if ECIP is the correct Program Type.



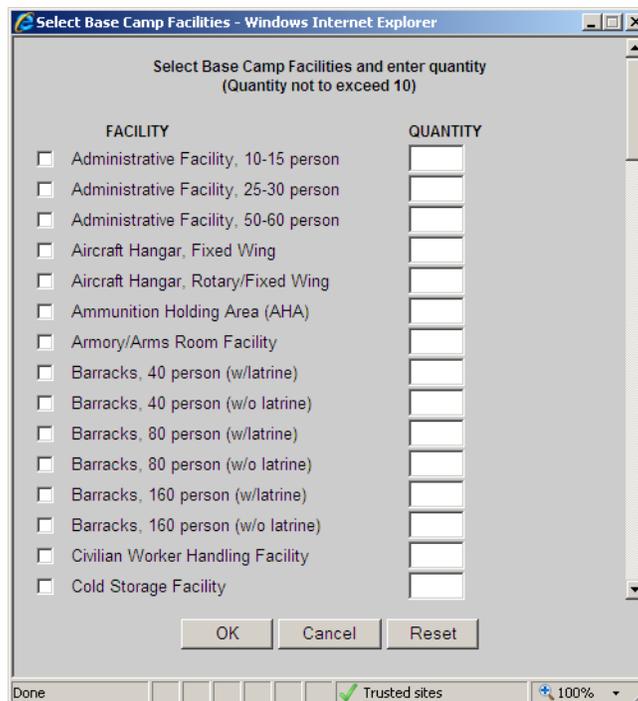
All five options on the checklist must be applicable and selected for ECIP to be selected as the Program Type. If any option is not selected, the system displays the following message:



5. **Navigate** around the screen and enter the data necessary to prepare a new form. Minimal DD1391 Header data needed before a form can be created include: **Component, Fiscal Year, Installation, Location, Category Code, Project Title, and Measurement System.** You may

save  the form anytime after the minimal data is entered.

**Notes:** OMACC projects have unique **Project Titles** for Standard Facilities and **Other** available from a drop-down pick list in the Project Title data field. Alpha-numeric data may be appended to the title, but the original title from the pick list cannot be edited. The selection of one of the Standard Facility Project Titles automatically populates the Category Code data field, selected text blocks, and some cost data. The Category Code field is locked in based upon the Project Title selected; if **Other** is selected, the Category Code field is active. Additionally, OMACC projects use only Tabs: A, B, C, E, F, and the Attachments Tab. *Dependent upon the Project Title selected, Tab A and Tab F cost data populate when Save is executed.* If you select **Base Camp**, the system displays the **Select Base Camp Facilities** dialog box.

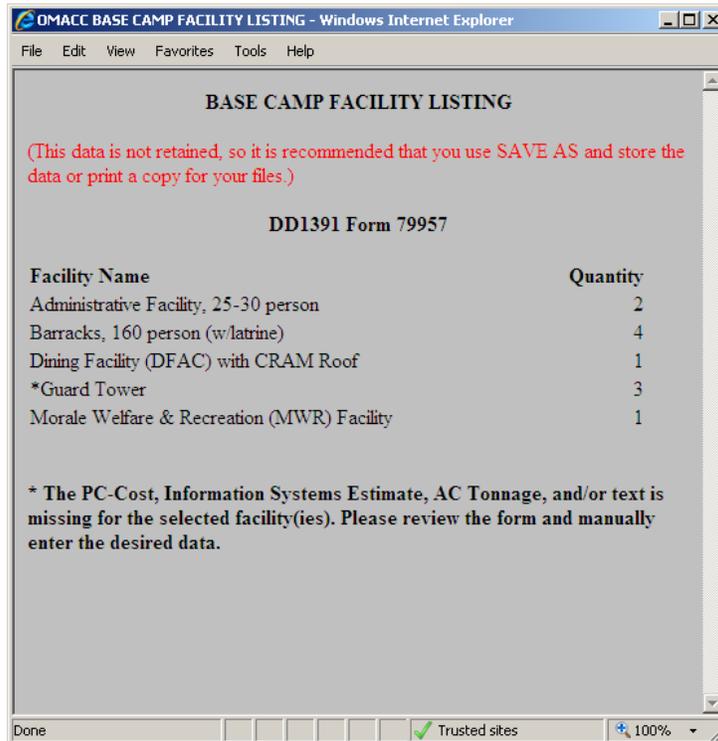


FACILITY	QUANTITY
<input type="checkbox"/> Administrative Facility, 10-15 person	<input type="text"/>
<input type="checkbox"/> Administrative Facility, 25-30 person	<input type="text"/>
<input type="checkbox"/> Administrative Facility, 50-60 person	<input type="text"/>
<input type="checkbox"/> Aircraft Hangar, Fixed Wing	<input type="text"/>
<input type="checkbox"/> Aircraft Hangar, Rotary/Fixed Wing	<input type="text"/>
<input type="checkbox"/> Ammunition Holding Area (AHA)	<input type="text"/>
<input type="checkbox"/> Armory/Arms Room Facility	<input type="text"/>
<input type="checkbox"/> Barracks, 40 person (w/latrine)	<input type="text"/>
<input type="checkbox"/> Barracks, 40 person (w/o latrine)	<input type="text"/>
<input type="checkbox"/> Barracks, 80 person (w/latrine)	<input type="text"/>
<input type="checkbox"/> Barracks, 80 person (w/o latrine)	<input type="text"/>
<input type="checkbox"/> Barracks, 160 person (w/latrine)	<input type="text"/>
<input type="checkbox"/> Barracks, 160 person (w/o latrine)	<input type="text"/>
<input type="checkbox"/> Civilian Worker Handling Facility	<input type="text"/>
<input type="checkbox"/> Cold Storage Facility	<input type="text"/>

Scroll through the list using the scroll bar and click the box in front of each facility you wish to include in the Base Camp. Enter a quantity not to exceed **ten** for each selected facility. For **Power Generation/Distribution System, Tanker Truck Offload Facility, Utilities Infrastructure, Water Treatment System, and Waste Water Treatment System,** select the appropriate capacity. When you save your form, the system generates a **Base Camp Facility Listing** that contains a list of all the facilities with the quantities specified.

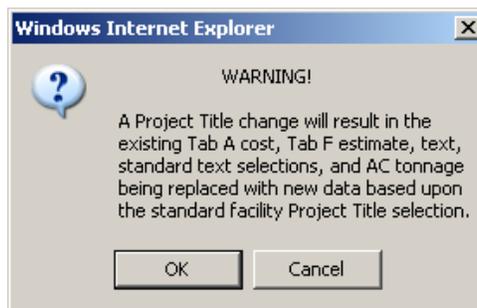
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Print and/or save this list because the system does not retain this data for retrieval. If you access the **Project Title** field and select another Standard Facility or reselect **Base Camp**, the previous selections are not retained and cost and text data are overwritten.

After selecting a **Standard Facility** from the **Project Title** pick list, if you change your selection, the system displays the following **Warning**:

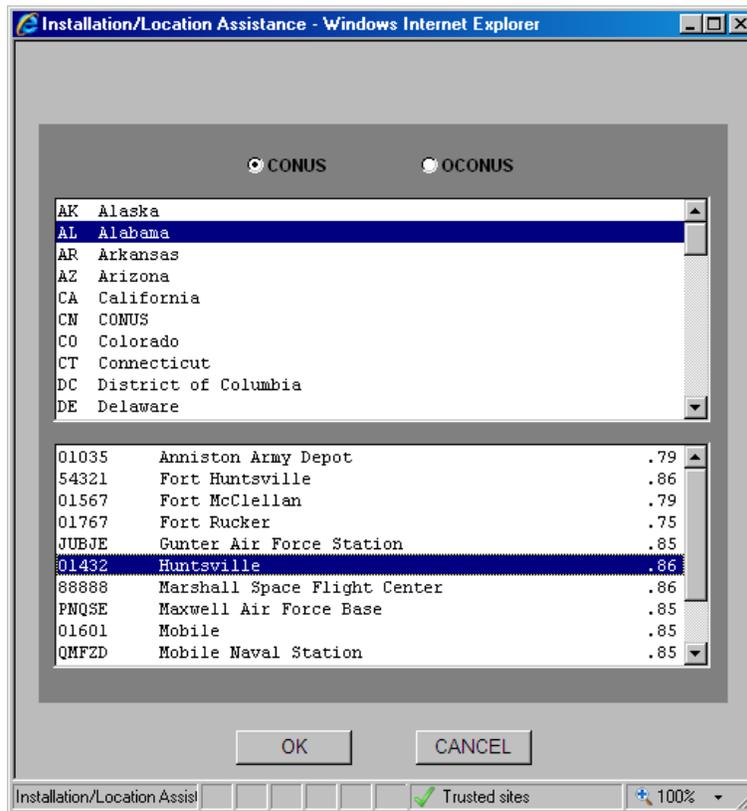


Click **OK** to save the new data and to continue with the OMACC prompting. This same **Warning** message also displays anytime you change the **Standard Facility** selections you previously made.

**Cancel** aborts the requested change.

The selection of one of the standard facility Project Titles automatically populates the Category Code data field and selected freeform and standard text blocks. The Category Code field is locked in based upon the Project Title selected; if **Other** is selected, the Category Code field is active. Prior to saving DD1391 Forms with OMACC as the Program Type, the system checks to see text has been entered in the **Additional** and **NDA (National Defense Authorization Act) Compliance Criteria** block. *Dependent upon the Project Title selected, Tab A and Tab F cost data populate when Save is executed.* Once an OMACC form has been saved using one of the standard facility Project Titles, the system activates buttons for **Security Charges** and **Develop Cost Data**. The system also automatically enters some **Primary Facility**, **Supporting Facilities**, and **Associated Costs** data. The default percentage for **COE Security Charges** should be **9.00 percent**, and the default percentage for **NON-COE Security Charges** should be **35.00 percent**. These percentages are editable and can be accessed by clicking the **Security Charges** button. The **Security Charges** button turns red to indicate data has been entered.

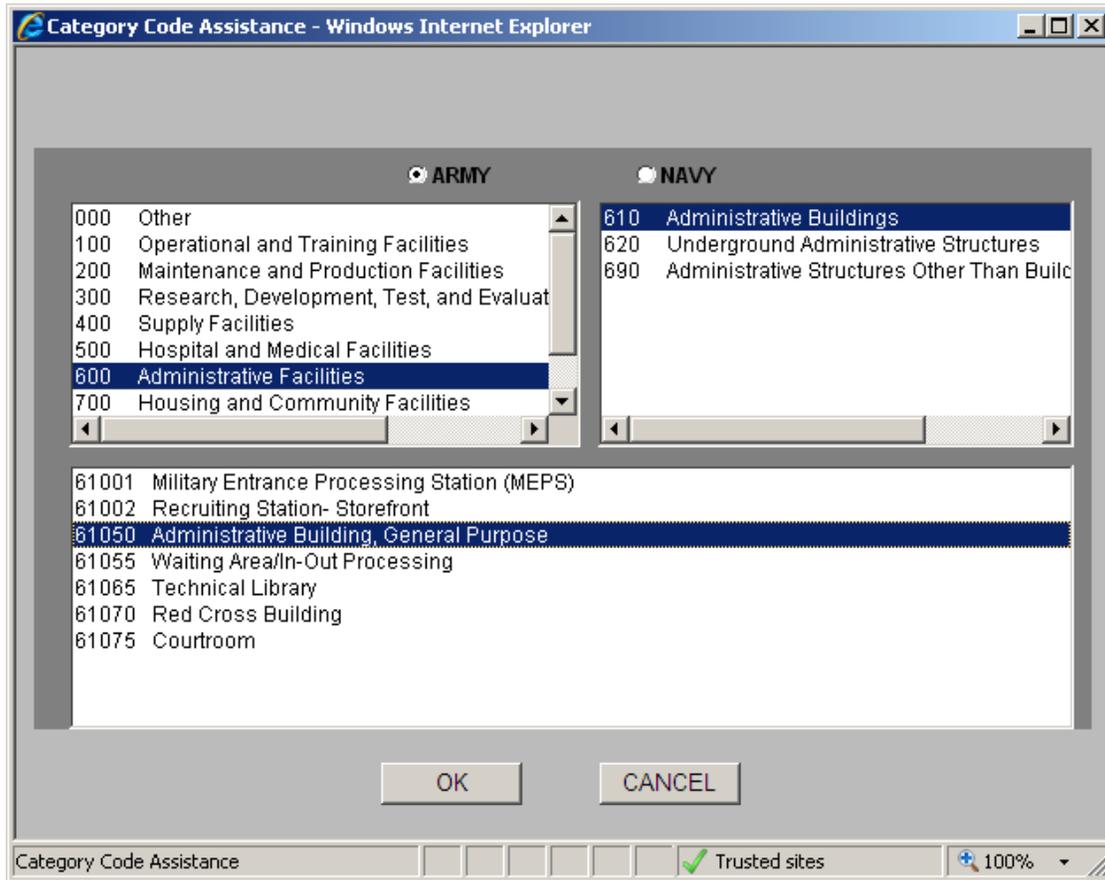
6. The **Component** default is based upon the Program Type selected for the form.
7. The **Fiscal Year** cannot be less than the current FY.
8. The **Preparation Date** defaults to the current date but can be edited.
9. The system tracks the **Revision Date** as changes are made and saved. The Revision Date cannot be manually revised.
10. You must enter a valid **Installation** and **Location**. The default is based upon the selection you made from the Activity Menu on the DD1391 Processor Authorizations screen. You may manually type data into this field or use the Assistance button to facilitate the entry of the Installation/Location for **CONUS** (the fifty United States, including Alaska and Hawaii) and **OCONUS** (any location other than the fifty United States).



Make the appropriate selections from the **Installation/Location Assistance** box and click **OK** to populate the field. Click **Cancel** to exit without data entry.

**Note:** The system also displays the Army Location Code (ARLOC)/Installation Numbers (INSNO) and the Area Cost Factor (ACF) for each site.

11. You must also enter a valid **Category Code** based on **DA Pamphlet 415-28 Guide to Army Real Property Category Codes**. You may manually enter the Category Code or use the Assistance button to facilitate the entry. If you use the Assistance button, the system populates the **Category Code** and the **Project Title** fields.



Make your selection and click **OK**. Click **Cancel** to abort the request. The **Project Title** can be edited; it does not have to be exactly as it appears in the regulation.

12. The **Program Element** field is available at Headquarters level.

13. Select from the pick list to populate **Type of Work**. The default is based upon the Program Type selected for the form. **Other** activates a data field that allows you to make an entry that does not appear on the pick list.

For ECIP projects, **Type of Work** defaults to **ECIP**.

14. The **Permanent Project Number** which is also the **Form Number** is generated by the system once the new form data is saved. **Temporary Project Number** is optional.

15. The **Project Cost** is in thousands rounded according to the **Tri-Service Rounding Formula**.

If Total is equal to or less than:	Round to nearest:
\$1,000K	\$10K
1,001-5,000K	50K
5,001-10,000K	100K
10,001-15,000K	200K
15,001-20,000K	500K
20,001K or Greater	1,000K

**Note:** If the project cost is \$4,000 or less, there is no rounding. Cost is accepted as entered.

16. Select a **Measurement System, English** or **Metric**. After form data has been saved, you must use **Action | Convert To** or the **Cost Update** function to change this entry.

17. The **Currency** and **Exchange Rate** are system generated based upon the Location. The Currency cannot be edited. In an **OCONUS** project, you may modify the Exchange Rate.

18. The **Cost Data** area is display only. The **Primary Facility** and **Supporting Facilities** totals and all hard coded major line items and totals are displayed. To view cost details or enter and edit cost, you must click the **Develop Cost Data** button. Other cost displays include: **Estimated Contract Cost, Contingency, Subtotal, Supervision, Inspection & Overhead, Total Request, Total Request Rounded,** and **Installed Equipment-Other Appropriations**. **Installed Equipment-Other Appropriations** is filled from Tab E – Furnishings and Equipment. The value entered in this field is the total of all line items in Tab E minus OMA, OMN, 3400, or OM DHP costs.

**Note:** OMA - Operations & Maintenance Army  
OMN - Operations & Maintenance Navy  
3400 - Operations & Maintenance Air Force  
OM DHP - Operations & Maintenance Defense Health Program

19. Tab A supports the entry of some Quantitative Data: **Requirement, Adequate,** and **Substandard**. This data transfer to **Tab C**. The default unit of measure depends upon the category code of the project. Once the Quantitative Data is entered, a change in category code causes the system to notify you that changing the category code will delete the existing quantitative data.

20. Tab A supports the entry of text in various text blocks. Refer to **Entering/Editing Text** for more information.

21. Fields are provided for the entry of **Commander's Signature** data, **Estimated Construction** dates, and **Incrementally Funded Details**. Only an Installation can mark the form signed. For OMACC projects, the signature field is labeled **U.S. Flag Officer's Signature**.

22. To save your form data, click the **Save** icon or select **Save** from the **File** menu. The system displays the **Saving...** message and informs you **FORM xxxxx HAS BEEN CREATED**.

**Note:** If the Activity creating the form is a Region, MACOM, MSC, District, Division, or Process Manager, the System prompts the user to **Permit** authority over the form to an Installation. Additionally, when an Installation saves a newly created DD1391 Form, the System automatically permits read-only access over the form to the Installation's IMCOM Region, ISEC, the Process Manager (based on the Program Type of the DD1391 Form), the Installation's District/Division, the MSC/MACOM, and the 1391 Center of Expertise (CX). Based on the category code of the project, the system also grants Permit with Read access to the appropriate USACE Center of Standardization (CoS), Center of Expertise (CX), or the Mandatory Center of Expertise (MCX). If the user enters new Catcode or changes the Catcode to a CoS Catcode, the system auto permits the form to the appropriate Center of Standardization (CoS) during Save process. When an Installation submits a DD1391 Form with OMACC as the Program Type, the system gives authority to modify the form to ARCENT-MSD, with an automatic permit to Transatlantic Center (TAC) and Gulf Region Division (GRD). When FORSCOM, a MACOM, or Region submits an OMACC form, the authority to modify the form goes to ACSIM-OMACC.

23. The populated DD 1391 Form is displayed to the screen. You may enter new data on the form or edit previously entered data by moving to the various data fields and inputting data or modifying existing data. Available tabs are no longer grayed out. To move from tab to tab, click the tab that accesses the kind of data you wish to enter.

## Modifying an Existing DD1391 Form

Access the DD1391 Module. Choose  to **Open** an existing form. Follow the same procedures used when creating the form for moving around on a DD1391 Form and completing Tab A – DD1391 Form and all support data (Tabs B-K).

## Moving Around on the DD1391 Form

Use the **Tab** and **Shift-Tab** keys to move from field to field within the form.

Use the up, down, right, and left arrow keys to move within a field on the form.

Use the scroll bar (right side of screen) to move up and down the form.

To enter data in a field, tab to or click in the desired field and type the appropriate data.

To access a different Tab of data, click the desired Tab. When you click a different Tab, the system prompts:

Do you wish to save the current Tab?

**Yes** saves all data and accesses the selected Tab; **No** discards any data not previously saved and accesses the selected Tab; and **Cancel** aborts the request and leaves you in the current Tab.

To open a new form, click the **Open**  icon. You can have only one form open at a time.

The **Close**  icon closes the current tab or screen.

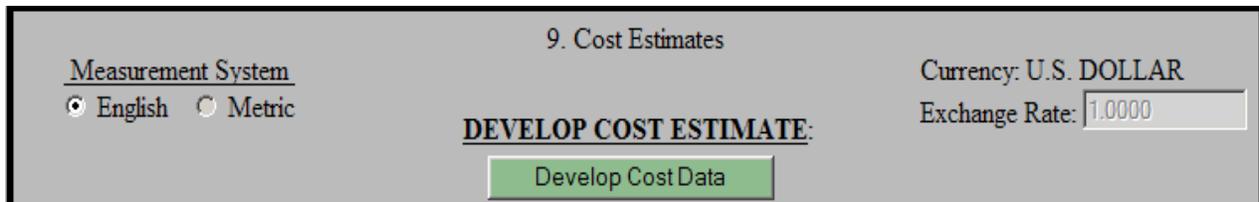
The **Exit**  icon exits the DD1391 Module.

## Develop Cost Estimate

**DD1391 Cost** data is a part of Tab A - DD1391 Form. You may choose to enter your costs in **English** or **Metric** measurements. Click the desired radio button.

The **Currency** type defaults to the standard currency and displays the **Exchange Rate** for the appropriate country dependent upon the location of the Installation for which the project is planned. You may modify the Exchange Rate but you cannot modify the Currency type.

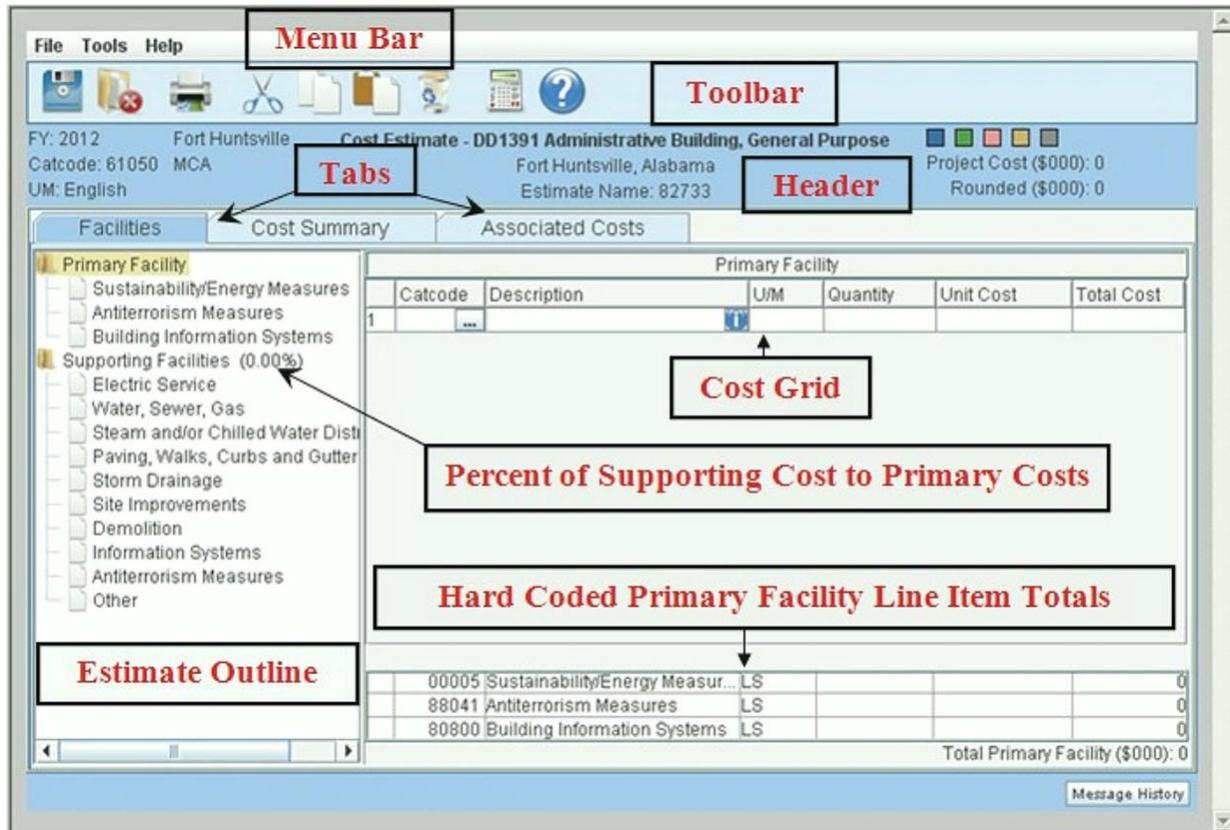
To develop a cost estimate or modify an existing estimate, click the **Develop Cost Data** button from the **Develop Cost Estimate** area of Tab A.



The screenshot shows a software interface for '9. Cost Estimates'. On the left, under 'Measurement System', there are two radio buttons: 'English' (selected) and 'Metric'. In the center, the text 'DEVELOP COST ESTIMATE:' is displayed above a green button labeled 'Develop Cost Data'. On the right, the 'Currency' is set to 'U.S. DOLLAR' and the 'Exchange Rate' is shown as '1.0000' in a text input field.

**Develop Cost Data** accesses a modified version of the **PC-Cost** program. The **DD1391 Cost Estimate** window contains several components: **Menu Bar**, **Toolbar**, **Header**, **Tabs**, **Estimate Outline**, **Cost Grid**, and **Hard Coded Primary Facility Line Items Totals**.

The boundary between the **Estimate Outline** and **Cost Grid** can be adjusted to change the screen view. To change the size of either of the panels, move the mouse cursor to the border between them until the cursor changes from a pointer to a double separator arrow ↔. This indicates you can now drag and change the size of the panels by clicking and holding the left mouse button while you move it in the direction desired. Scroll bars activate as needed in each panel to facilitate view of data. A dialog box at the bottom of the cost grid displays various execution and error messages as you enter DD1391 cost data.



Various functions can be executed from the **Menu Bar** and/or the **Toolbar** and used to access various parts of the estimate. The Tab key, mouse click, cursor keys, and Backspace key can be used to move from field to field.

The **Menu Bar** has three options: **File**, **Tools**, and **Help**.

<b>File</b>	
	<b>Save</b> – Stores all data to the database.
	<b>Print</b> – Displays screen information/data reports based upon the location of the cursor.

 <b>Close and return to PAX</b> – Closes <b>Develop Cost Data</b> and exits to Tab A - DD1391 Form.
<b><u>Tools</u></b>
<b>Insert Standard WBS</b> – Inserts a Standard WBS (Work Breakdown Structure) under a specified major Primary Facility line item. The major line must be highlighted in the <b>Estimate Outline</b> panel and cannot have existing sublines.
 <b>Calculator</b> – Displays the Microsoft Windows Calculator.
<b><u>Help</u></b> – Displays Cost Entry Help.
 <b>Contents</b> – Cost Entry Help.

The PC-Cost **Toolbar** has nine icons.



 Stores unsaved data to the database.
 <b>Close and return to PAX</b> – Closes <b>Develop Cost Data</b> and exits to Tab A - DD1391 Form.

	Displays screen information/data reports based upon the location of the cursor.
	Cuts (removes) line items or data from text areas or fields with no drop-down menu.
	Copies line items or data from text areas or fields with no drop-down menu.
	Pastes cut or copied line items data into text areas or fields with no drop-down menu.
	Indicates empty Recycle Bin waiting for use.
	Holds deleted line items until the estimate from which they were deleted is closed. Line items may be restored if desired.
	Displays the Microsoft Windows Calculator.
	Displays Cost Entry Help.

The **Header** is an information panel that displays the **FY** (Fiscal Year of the project), **Activity/Installation Name**, the **Catcode** (category code), **Program Type**, and **UM** (unit of measure of the estimate). In the center of the panel is the **Project Title** and **Installation/Location** as entered on the **DD1391 Form**, and the **Estimate Name**. The color palette on the right of the header area can be used to change your screen colors.

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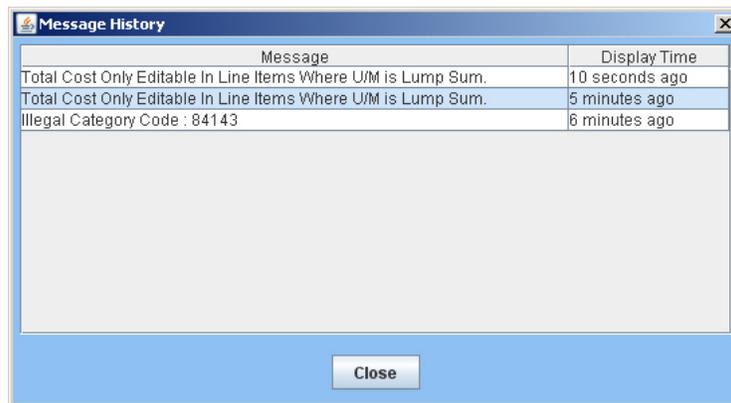
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FY: 2012	Fort Huntsville	Cost Estimate - DD1391 Administrative Building, General Purpose	
Catcode: 61050	MCA	Fort Huntsville, Alabama	Project Cost (\$000): 0
UM: English		Estimate Name: 80221	Rounded (\$000): 0

Below the color palette is the actual **Project Cost** in thousands of dollars and the **Rounded** cost, rounded according to the **Tri-Service Rounding Formula**.

**Message History**

Click the  button (found in the lower right corner of the screen) to see all error-related system messages produced during the current session. The Message History can be of value when you are unsuccessful in trying to execute a task. This record is cleared when you close and return to the DD Form 1391 Processor System.



**Entering Cost Data**

The **DD1391 Cost Estimate** window opens with three active tabs: **Facilities**, **Cost Summary**, and **Associated Costs**.

The **Facilities** tab displays the **Estimate Outline panel** (left panel) showing all existing major **Primary Facility** and **Supporting Facilities** line item descriptions (which are system-generated). A **Cost Grid** (right panel) is also available for entering new line items or viewing existing line items. The **Percent of Supporting Cost to Primary Costs** displays in parentheses to the right of the Supporting Facilities title. Maintenance & Repair (MR) projects have no supporting cost data. Barracks Upgrade (BUP) and Relocatable Building (RB) projects have no primary cost data. If you created your form using the standard facilities data available via DD1391 Quickstart or the OMACC program type, the cost grid may already be populated, but the data can be edited. Each line contains cells for: **Catcode**, **Description**, **U/M**, **Quantity**, **Unit Cost**, and **Cost** (in actual dollars).

The Primary Facility descriptions **00005 Sustainability/Energy Measures**, **88041 Antiterrorism Measures**, and the **80800 Building Information Systems** major line items display below the cost grid and cannot be edited. If the form has Information Systems data entered in **Tab F** and the **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt has not been set to **No**, the system extracts the needed data from the information you enter in **Tab F** and fills the Primary Facility **Building Information Systems** line item. The **Category Code**, **Description**, and **Unit of Measure** are system-generated. Based upon the data you enter in **Tab F**, the system enters the CONF costs for Information Systems Primary Facility, Inside the five foot line, Installed Equipment, and Information Systems Primary Facility, Inside the five foot line, Equipment-in-Place, as costs for this line item. The system also fills the Supporting Facilities line item labeled **Information Systems** by pulling the CONF costs for Information Systems Supporting Facilities, Outside the five foot line, Installed Equipment, and Information Systems Supporting Facilities, Outside the five foot line, Equipment-in-Place, as costs for the line. This data is for display only and cannot be modified from Tab A - DD1391 Form. Modifications must be made through Tab F. If the Program Type of the form is BMDO, NMD, or TMD, the Primary Facility cost for **Antiterrorism Measures** pulls from Tab G.

All Supporting Facilities line item descriptions are hard coded and cannot be edited. The Supporting Facilities line item description **Other** does not change in the Estimate Outline (left panel), but if only one subline exists, the **Summary** and **Details** views actually display the existing line item description.

### Symbols Used on the Facilities Screen

The assistance button  indicates assistance is available.

This symbol  in front of the line item description in the Estimate Outline panel indicates the line has existing sublines.

An asterisk (\*) in front of a major line item number in the Cost Grid also indicates existing sublines.

For Primary Facility lines, a blue **Construction Investment** icon  is located at the end of the **Description** field. Click  to display the **Construction Investment** window.

The **Cost Guide**  icon in the **Unit Cost** field indicates Cost Guide data is available for the specified Catcode. After input of the cost line, the  indicates existing data is based on Cost Guide data.

The **User Input Cost**  icon in the **Unit Cost** field indicates costs must be user-entered. After input of the cost line, the  indicates existing data is based on user-entered data.

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The location of the cursor/pointer in the **Estimate Outline** panel controls what kind of line item can be entered and where the line will be located. If you click an existing Primary Facility line item description from the Estimate Outline panel, the cost grid displays existing sublines for the current major Primary Facility line or allows the entry of sublines for that major line. If you click one of the Supporting Facilities descriptions, the cost grid displays existing sublines for the current Supporting Facilities line or allows entry of sublines for the selected major line. The bottom line in the cost grid is the **Add a Line** position. A dialog box at the bottom of the Cost Grid displays various execution and error messages as you enter DD1391 cost data.

**Adding/Editing Primary Facility Lines**

To add a new Primary Facility major line, click **PRIMARY FACILITY** from the **Estimate Outline** panel. Cost line items can be entered using the **Cost Guide** when data is available for the desired Catcode or by **User Input Cost**.

The screenshot shows the software interface with the following details:

- Menu Bar:** File, Tools, Help
- Toolbar:** Includes icons for file operations, printing, and help.
- Status Bar:**
  - FY: 2013, Fort Huntsville
  - Catcode: 61050 MCA
  - UM: English
  - Cost Estimate - DD1391 Administrative Building, General Purpose
  - Fort Huntsville, Alabama
  - Estimate Name: 82748
  - Project Cost (\$000): 0
  - Rounded (\$000): 0
- Facilities Panel:**
  - Primary Facility (selected)
  - Sustainability/Energy Measures
  - Antiterrorism Measures
  - Building Information Systems
  - Supporting Facilities (0.00%)
    - Electric Service
    - Water, Sewer, and Gas
    - Steam and/or Chilled Water Dist
    - Paving, Walks, Curbs, and Gutter
    - Storm Drainage
    - Site Improvements
    - Demolition
    - Information Systems
    - Antiterrorism Measures
    - Other
- Cost Grid Table:**

Primary Facility						
	Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	...					
	00005	Sustainability/Energy Measures	LS			0
	88041	Antiterrorism Measures	LS			0
	80800	Building Information Systems	LS			0
Total Primary Facility (\$000):						0
- Message History:** Located at the bottom right of the interface.

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In the cost grid, click in the **Catcode** column on the empty line. A category code entry is required for each major Primary Facility line; for Supporting Facilities, the category code is optional (unless you want Cost Assistance). Once you click in the **Catcode** cell, you can type in a category code. After you enter the number and use your Tab key or click in another cell, the program validates the category code and populates the **Catcode**, **Description**, and **U/M** cells. The number must be a valid category code as documented in **DA Pamphlet 415-28 Guide to Army Real Property Category Codes**. If you type a category code that has more than one listing in the **Category Code Assistance Table**, the program displays the available listings.

Code	Facility Description	Avg Size	Size UM	UC	Cost UM
21410	Vehicle Maintenance Shop				SF
21410	Vehicle Maintenance Shop - Track	25000.00	SF	221.00	SF
21410	Vehicle Maintenance Shop - Wheeled	30000.00	SF	208.00	SF
21410	Vehicle Maintenance Shop - New MT Standard	35300.00	SF	208.00	SF

OK CANCEL

Java Applet Window

Highlight the desired listing and click **OK**. Click **Cancel** to abort the request.

If you do not have the category code and want computer assistance, click the **Catcode Assistance** button. The system displays the **Category Code Assistance** dialog box. By default, the display is sorted based on **Catcode**, but the display can be sorted based on each column of data. Click the title of the column by which you want the display to be sorted. Double click the title or use the directional arrow to reverse the sort.

Code	Facility Description	Avg Size	Size UM	UC	Cost UM
61001	Military Entrance Processing Station (MEPS)				SF
61002	Recruiting Station- Storefront				SF
61050	Administrative Facility, General Purpose		SF		SF
61050	Administrative Facility, General Purpose	25000.00	SF	209.00	SF
61050	Pre-Wired Work Station	1.00	EA	6341.00	EA
61055	Waiting Area/In-Out Processing				SF
61065	Technical Library				SF
61070	Red Cross Building				SF
61075	Courtroom				SF

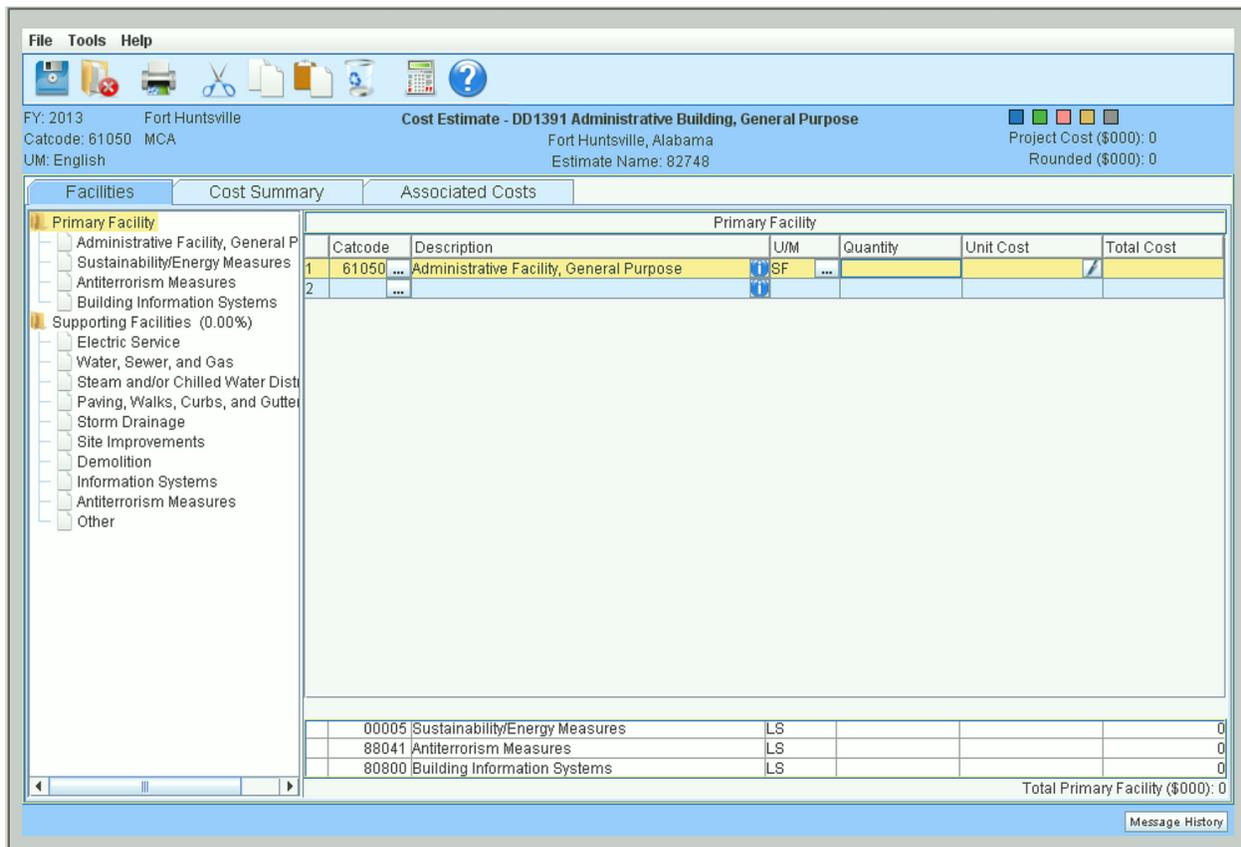
OK CANCEL

Java Applet Window

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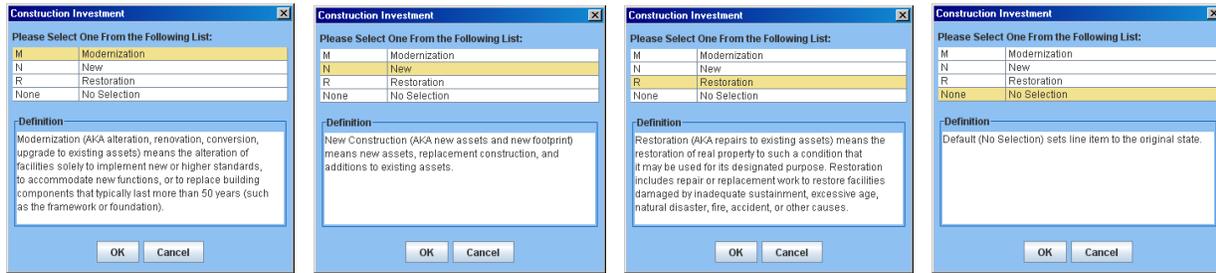
Use your mouse and select a category code series from the left panel. The right panel displays three-digit category codes and descriptions for the category code you selected. Click the desired three-digit category code. The system displays the cost data available for the referenced category code to include five-digit **Catcode**, **Facility Description**, **Avg** (average) **Size**, **Size UM** (unit of measure), **UC** (base unit cost), and **Cost UM**. If no cost data is available, the entry contains only the **Catcode**, **Facility Description**, and **Cost UM**.

Once a Facility has been selected, click the **OK** button. The **Catcode**, **Description**, and **U/M fields** are populated. These fields can be edited.



For Primary Facility lines, click the **Construction Investment** icon  to display the **Construction Investment** window. Click either of the options to display the option definition in the **Definition** window and select the option. This data is very valuable to the cost reviewer for facilities with **SF** or **m2** as the unit of measure. Options are: **M** for Modernization, **N** for New, **R** for Restoration, or **None**. **None** is only available if the unit of measure for the line is neither **F** nor **m2**.

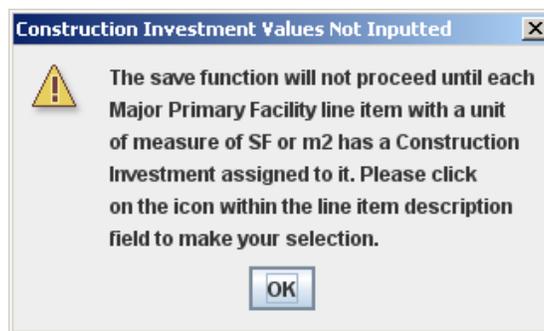
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Click **OK** to replace the **Construction Investment** icon with the chosen selection.

Before the estimate is saved to the DD1391 Form or ENG3086 Form, each major Primary Facility line with a unit of measure of **SF** or **m2** must have a **Construction Investment** selected or the **Save** will not process.

When you close an estimate, the system checks to see if a **Construction Investment** selection has been made for each major Primary Facility line item with a unit of measure of SF or m2. If you did not make the selection(s), the system displays the following warning message:



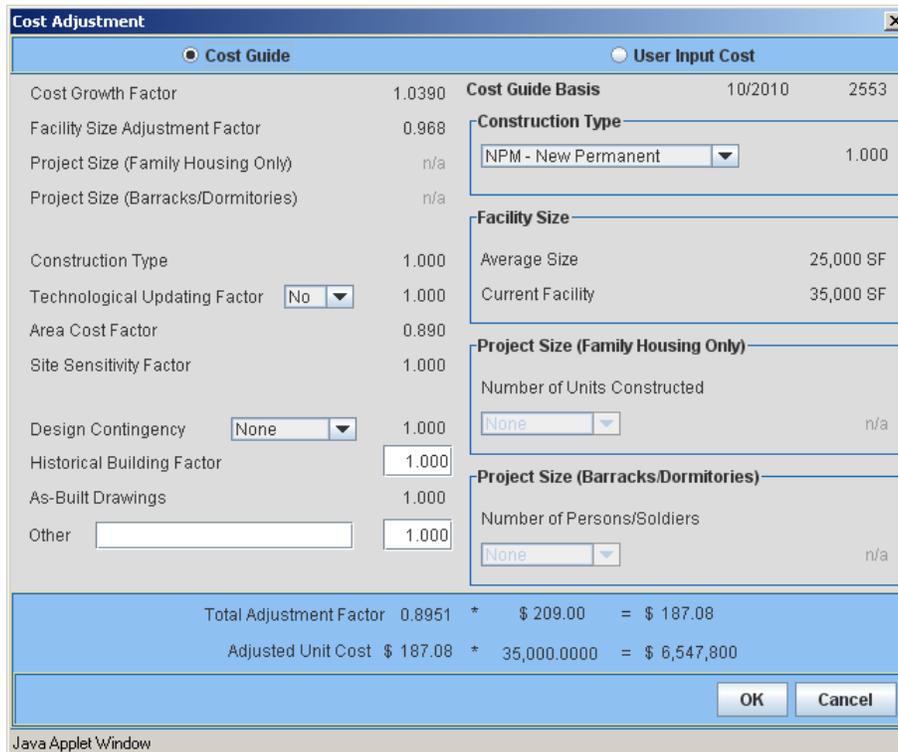
Click **OK**.

Click the **U/M**  button to display a listing of valid units of measure. Select the desired unit of measure and click **OK**. Type in the desired **Quantity**. **Note:** The Unit of Measure, **LS** (Lump Sum), requires no Quantity or Unit Cost, so simply enter **LS** as the **U/M** and type in the **Total Cost**.

	Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	61050 	Administrative Facility, General Pu... 	N SF 	35,000.0000	208.32 	7,291,200
2						

After entering the **Quantity** and clicking or tabbing out of the field, if **Cost Guide** assistance is available for the Catcode entered, the **Unit Cost** field is populated and the **Total Cost** is calculated. (**Note:** Cost Guide assistance is not available when using metric measurements.) When Cost Guide data is unavailable, enter the **Unit Cost**.

For items using the **Cost Guide**, click the **Cost Guide**  icon to access the **Cost Adjustment** window. The radio button for **Cost Guide** is selected.



Cost Guide		User Input Cost	
Cost Growth Factor	1.0390	Cost Guide Basis	10/2010 2553
Facility Size Adjustment Factor	0.968	<b>Construction Type</b>	
Project Size (Family Housing Only)	n/a	NPM - New Permanent 1.000	
Project Size (Barracks/Dormitories)	n/a	<b>Facility Size</b>	
Construction Type	1.000	Average Size	25,000 SF
Technological Updating Factor	No 1.000	Current Facility	35,000 SF
Area Cost Factor	0.890	<b>Project Size (Family Housing Only)</b>	
Site Sensitivity Factor	1.000	Number of Units Constructed	
Design Contingency	None 1.000	None n/a	
Historical Building Factor	1.000	<b>Project Size (Barracks/Dormitories)</b>	
As-Built Drawings	1.000	Number of Persons/Soldiers	
Other	1.000	None n/a	
Total Adjustment Factor 0.8951		* \$ 209.00 = \$ 187.08	
Adjusted Unit Cost \$ 187.08		* 35,000.0000 = \$ 6,547,800	

All applicable items must be entered so the **Total Adjustment Factor** and the **Adjusted Unit Cost** (both displayed at the bottom of the window) can be calculated. Items displayed or entered in this window are:

- **Cost Growth Factor** – A factor automatically calculated based on the **Cost Guide Basis** date versus the construction **Midpoint** date.
- **Cost Guide Basis** – Date and MCPI (Military Construction Program Index) upon which cost guide data is based.
- **Facility Size Adjustment Factor\*** – An adjustment factor automatically calculated, based on the size of the proposed facility compared to the average size for the associated Catcode.
- **Project Size (Family Housing Only)\*** – An adjustment factor based on the **Number of Units Constructed**. This field is active only for **Catcodes** associated with family housing. If the cost line has a Family Housing Catcode, the following **Cost Adjustment** dialog box displays:

Cost Guide		User Input Cost	
Cost Growth Factor	1.0390	Cost Guide Basis	10/2010 2553
Facility Size Adjustment Factor	n/a	Construction Type	NPM - New Permanent 1.000
Project Size (Family Housing Only)	1.000	Facility Size	Average Size n/a Current Facility n/a
Project Size (Barracks/Dormitories)	n/a	Project Size (Family Housing Only)	Number of Units Constructed None 1.000
Construction Type	1.000	Project Size (Barracks/Dormitories)	Number of Persons/Soldiers n/a
Technological Updating Factor	No 1.000		
Area Cost Factor	0.890		
Site Sensitivity Factor	1.000		
Design Contingency	None 1.000		
Historical Building Factor	1.000		
As-Built Drawings	1.000		
Other	1.000		
Total Adjustment Factor 0.9247		= \$ 106.34	
Adjusted Unit Cost \$ 106.34		* 35,000.0000 = \$ 3,721,900	

Select the appropriate range for **Number of Units Constructed** and the program automatically applies the correct factor.

Cost Guide		User Input Cost	
Cost Growth Factor	1.0390	Cost Guide Basis	10/2010 2553
Facility Size Adjustment Factor	n/a	Construction Type	NPM - New Permanent 1.000
Project Size (Family Housing Only)	1.040	Facility Size	Average Size n/a Current Facility n/a
Project Size (Barracks/Dormitories)	n/a	Project Size (Family Housing Only)	Number of Units Constructed 50-99 1.040
Construction Type	1.000	Project Size (Barracks/Dormitories)	Number of Persons/Soldiers n/a
Technological Updating Factor	No 1.000		
Area Cost Factor	0.890		
Site Sensitivity Factor	1.000		
Design Contingency	None 1.000		
Historical Building Factor	1.000		
As-Built Drawings	1.000		
Other	1.000		
Total Adjustment Factor 0.9617		* \$ 115.00 = \$ 110.60	
Adjusted Unit Cost \$ 110.60		* 35,000.0000 = \$ 3,871,000	

Note the change in the **Total Adjustment Factor** and the **Adjusted Unit Cost**.

- **Project Size (Barracks/Dormitories)\*** – An adjustment factor based on the **Number of Persons/Soldiers**. This field is active only for **Catcodes** associated with unaccompanied personnel housing. If the cost line has an **Unaccompanied**

Personnel Housing Catcode, the following **Cost Adjustment** dialog box displays:

Cost Guide		User Input Cost	
Cost Growth Factor	1.0390	Cost Guide Basis	10/2010 2553
Facility Size Adjustment Factor	n/a	Construction Type	NPM - New Permanent 1.000
Project Size (Family Housing Only)	n/a	Facility Size	Average Size n/a Current Facility n/a
Project Size (Barracks/Dormitories)	1.000	Project Size (Family Housing Only)	Number of Units Constructed None n/a
Construction Type	1.000	Project Size (Barracks/Dormitories)	Number of Persons/Soldiers None 1.000
Technological Updating Factor	No 1.000		
Area Cost Factor	0.890		
Site Sensitivity Factor	1.000		
Design Contingency	None 1.000		
Historical Building Factor	1.000		
As-Built Drawings	1.000		
Other	1.000		
Total Adjustment Factor 0.9247		= \$ 177.54	
Adjusted Unit Cost \$ 177.54		= \$ 6,213,900	

Select the appropriate range for **Number of Persons/Soldiers** and the program automatically applies the correct factor.

Cost Guide		User Input Cost	
Cost Growth Factor	1.0390	Cost Guide Basis	10/2010 2553
Facility Size Adjustment Factor	n/a	Construction Type	NPM - New Permanent 1.000
Project Size (Family Housing Only)	n/a	Facility Size	Average Size n/a Current Facility n/a
Project Size (Barracks/Dormitories)	1.030	Project Size (Family Housing Only)	Number of Units Constructed None n/a
Construction Type	1.000	Project Size (Barracks/Dormitories)	Number of Persons/Soldiers 100-149 1.030
Technological Updating Factor	No 1.000		
Area Cost Factor	0.890		
Site Sensitivity Factor	1.000		
Design Contingency	None 1.000		
Historical Building Factor	1.000		
As-Built Drawings	1.000		
Other	1.000		
Total Adjustment Factor 0.9525		* \$ 192.00 = \$ 182.88	
Adjusted Unit Cost \$ 182.88		* 35,000.0000 = \$ 6,400,800	

Note the change in the **Total Adjustment Factor** and the **Adjusted Unit Cost**.

**\*Note:** Only one of these items will be accessible, depending on the **Catcode** selected. The other two will be grayed out.

- **Construction Type** – An adjustment factor based on type of facility construction such as new permanent, renovation, temporary, etc. Choose the appropriate type.

**Alteration Notes** – When **ALT - Alteration** is selected as the **Construction Type**, the program uses the methodology promulgated in **TM 5-800-4 Programming Cost Estimates for Military Construction Distribution** to adjust the costs. This methodology budgets the Alteration costs as a percentage of the new construction cost which would have been budgeted for a new facility of the same type and size.



You should first estimate the new construction cost using either the **Cost Guide** or **User Input** methodology. Next, you should select **ALT - Alteration** in the **Construction Type** field from the **Cost Adjustment** dialog box. This allows Alteration-related controls, including the **Alteration** button, to become visible. The Construction Type field also determines the value of the Construction Type Adjustment Factor available for this Primary Facility. Click the **Alteration** button to display the **Alteration Cost Computation** dialog box.

System	A % to be Removed	B % to be Replaced	C Removal as % of Install	D Labor as % of Total	E System % New	Total % Removal ( A*C*D*E )	Total % Replacement ( B*E )
Substructure	0	0	50	35	0.00	0.00	0.00
Superstructure	0	0	50	35	0.00	0.00	0.00
Exterior Closure	0	0	50	35	0.00	0.00	0.00
Roofing	0	0	50	35	0.00	0.00	0.00
Interior Construction	0	0	50	35	0.00	0.00	0.00
Interior Finishes	0	0	50	35	0.00	0.00	0.00
Conveying Systems	0	0	50	35	0.00	0.00	0.00
Plumbing	0	0	50	35	0.00	0.00	0.00
HVAC	0	0	50	35	0.00	0.00	0.00
Fire Protection Systems	0	0	50	35	0.00	0.00	0.00
Electric Power/Lighting	0	0	50	35	0.00	0.00	0.00
Electrical Systems	0	0	80	35	0.00	0.00	0.00
Equipment	0	0	80	35	0.00	0.00	0.00
Furnishings	0	0	50	35	0.00	0.00	0.00
Special Construction	0	0	50	35	0.00	0.00	0.00
<b>Totals</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Special Factors		Totals
Reset	1	Dust Protection (max: 1.07)
Reset	1	Limited Use of Equipment (max: 1.06)
Reset	1	Limited Storage of Materials (max: 1.06)
Reset	1	Protection of Completed Work (max: 1.06)
Reset	1	Shift Work (max: 1.10)
		<b>Total Alteration: 0 %</b>
		<b>Special Factor: 1.000</b>
		<b>Adjusted Alteration: 0 %</b>

In Columns **A** and **B**, enter an estimate of the proportion of each of the major building systems that will require removal and replacement. The building systems used are those identified by the DOD Military WBS. Use the scroll bar to your left to view the entire list.

Columns **C**, **D**, and **E** are editable and show predefined factors and computed values.

Column **C** shows the labor required for removal as a percentage of the labor costs required to install the same system new. This figure is predefined for each major building system by the Air Force Study; i.e., 50% for all systems, except 80% for systems 12 and 13. You may change this percentage if conditions warrant it.

In Column **D**, labor costs are uniformly estimated as 35% of the total new construction cost. (Material makes up the other 65% of the new construction costs.) You may also change this percentage.

Column **E** represents the average percent of the cost of the building systems of a new facility. These values default to predefined data in TM 5-800-4, if available, based upon the selected Catcode. The total of these values must equal 100%.

Column **F** shows the computed product of multiplying Columns  $A * C * D * E$ . This result is the total percentage attributed to removal for each system.

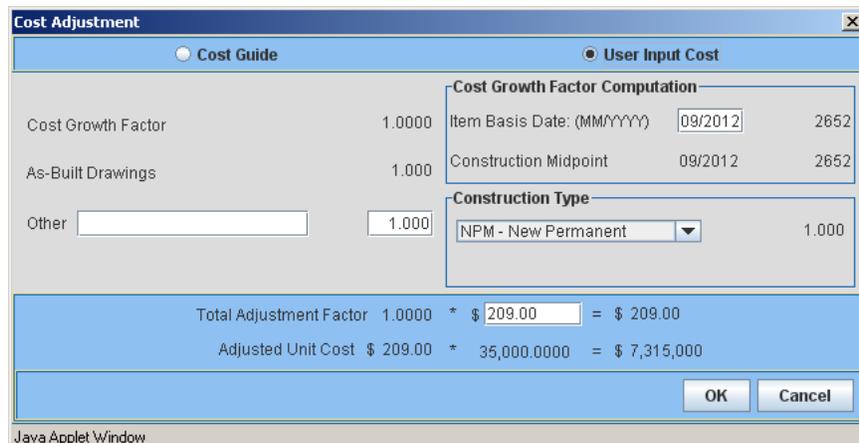
Similarly, column **G** shows the product of multiplying Column **B** times Column **E**. This result is the total percent attributed to Replacement for each system.

The total percent for all systems of **Removal** and **Replacement**, as well as **Total % Alteration**, is shown below the corresponding columns. Any necessary adjustments made through the **Special Adjustment Factor**, are multiplied by the **Total Percent Alteration** to yield the **Adjusted % Alteration**. This figure is then used in the Primary Facility area on the cost grid.

**Special Factors** are used to specify cost adjustments prior to computing the Total Unit Cost for Alteration. Input lines for five Special Factors are found in a box in the lower left portion of the Alteration Cost Computation dialog box. All component factors are added to make up the overall Special Factor. A spin button for each factor allows each value to be raised or lowered within its allowable adjustment range. The allowable range for each factor is displayed following its title. Click its **Reset** button to reset any factor back to 1, for no adjustment.

- **Technological Updating Factor** – An allowance for technological advances in facility criteria, equipment, and operation techniques which may increase construction cost for some specialized facilities. Choice is **Yes** or **No**.
- **Area Cost Factor (display only)** – A factor which reflects change of construction costs associated with the location of the facility. This is also referred to as Location Adjustment Factor.
- **Site Sensitivity Factor (display only)** – An allowance for unique site conditions such as the availability of housing, construction labor and material, and local site peculiarities.
- **Design Contingency** – An allowance to cover component items that cannot be analyzed or evaluated at the time the facility budget cost estimate is prepared. The selections are **None, Low, Medium, High, and Ultra High**.
- **Historical Building Factor** – An allowance for unique architectural features to comply with historical requirements for facilities to be built at locations listed in the National Register of Historical Landmarks.
- **As-Built Drawings (display only)** – This factor defaults to the value entered on the **Fiscal Year/Cost Adj Factors** panel via the **Project Estimate Setup** tab.
- **Other** – Allows the user to name and enter an additional adjustment factor to apply to this line item.

For items with user-entered **Unit Cost**, click the **User Input Cost** icon  to access the **Cost Adjustment** window. The radio button for **User Input Cost** is selected. As with using the **Cost Guide**, all applicable items must be entered so the **Total Adjustment Factor** and the **Adjusted Unit Cost** (both displayed at the bottom of the window) can be calculated.



The screenshot shows the 'Cost Adjustment' window with the 'User Input Cost' radio button selected. The window contains the following fields and values:

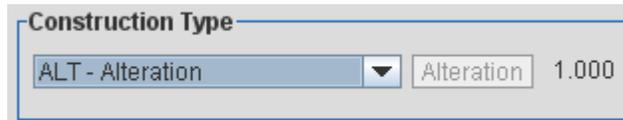
Field	Value
Cost Growth Factor	1.0000
As-Built Drawings	1.000
Other	1.000
Item Basis Date (MM/YYYY)	09/2012
Construction Midpoint	09/2012
Construction Type	NPM - New Permanent
Total Adjustment Factor	1.0000 * \$ 209.00 = \$ 209.00
Adjusted Unit Cost	\$ 209.00 * 35,000.0000 = \$ 7,315,000

Buttons: OK, Cancel

Java Applet Window

Items displayed or entered in this window are:

- **Cost Growth Factor** – This factor is automatically calculated based on the **Item Basis Date** versus the **Construction Midpoint** date.
- **As-Built Drawings (display only)** – This factor defaults to the value entered on the **Fiscal Year/Cost Adj Factors** panel via the **Project Estimate Setup** tab.
- **Other** – Allows the user to name and enter an additional adjustment factor to apply to this cost line item.
- **Item Basis Date** – Used to calculate the **Cost Growth Factor**.
- **Construction Midpoint** – Month and Year of the Construction Midpoint. The Escalation Index associated with this date is displayed immediately to the right.
- **Construction Type** – An adjustment factor based on type of facility construction such as new permanent, renovation, temporary, etc. Select the appropriate **Construction Type** to automatically apply the correct factor. If **ALT - Alteration** is selected, click the **Alteration** button to further adjust the current cost line. Refer to the **Cost Guide Alteration Notes** for additional information.



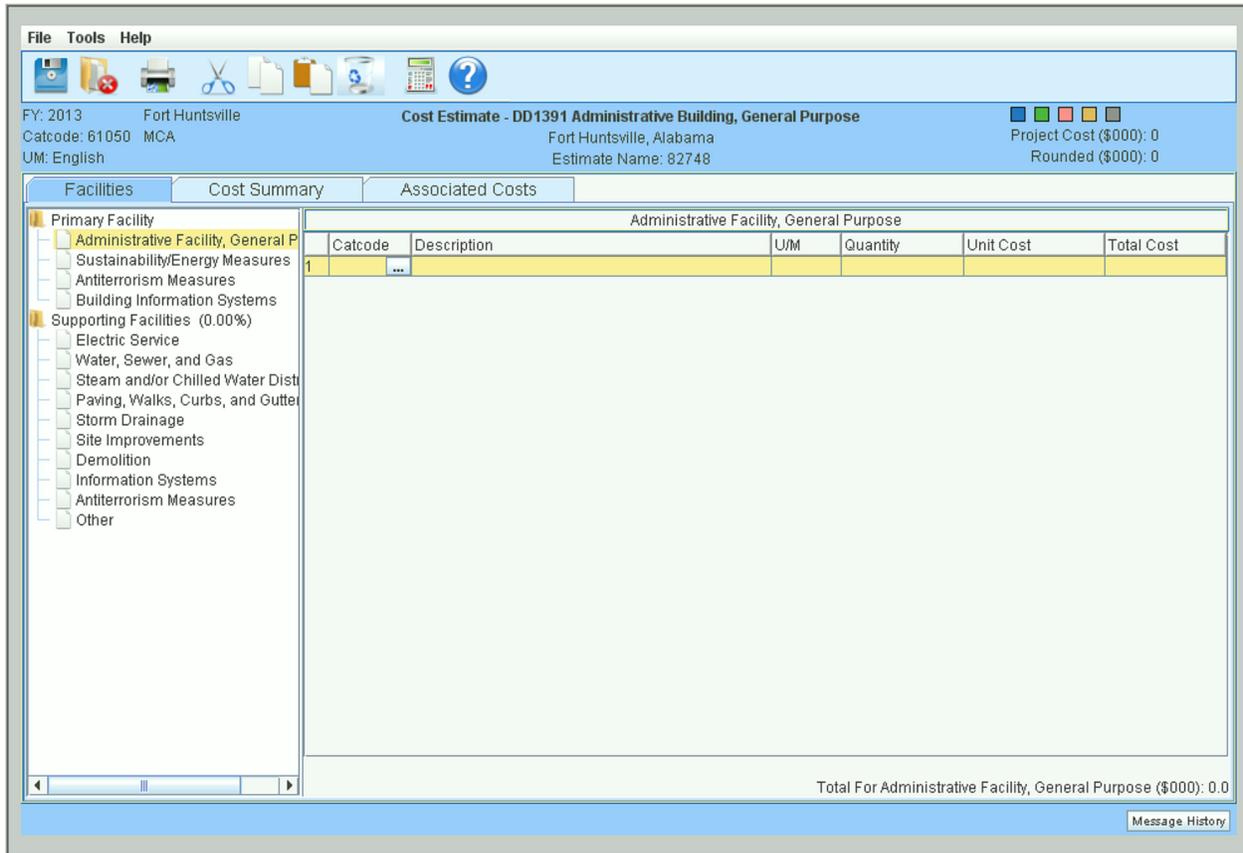
The screenshot shows a window titled "Construction Type". Inside, there is a dropdown menu with "ALT - Alteration" selected. To the right of the dropdown is a button labeled "Alteration". Further right is a text input field containing the value "1.000".

- **Adjusted Unit Cost** – User Input **Unit Cost**, multiplied by the **Total Adjustment Factor** to calculate the **Adjusted Unit Cost**.

### Entering Primary Facility Sublines

The process for entering major lines and sublines is the same except the major line requires a category code. Remember, to enter a major Primary Facility line item, you must click **PRIMARY FACILITY** from the **Estimate Outline** panel. Cost data is entered in the grid. Sublines can only be entered for existing major lines. To enter sublines, you must click the Primary Facility major line item description in the Estimate Outline panel for which the subline is being entered.

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July 2012**



A panel opens to the right with a cost grid for entering sublines for the highlighted major line. Note the Description for the major line is displayed above the grid. Click in the appropriate cell and enter the **Catcode** (not required for sublines; enter only if cost guide assistance is needed), **Description**, **U/M**, **Quantity**, and **Unit Cost** for each line until all sublines have been entered.

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The screenshot shows the 'Cost Estimate - DD1391 Administrative Building, General Purpose' window. The main data table is as follows:

Administrative Facility, General Purpose						
	Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	...	Conference Room	SF	2,000.0000	175.00	350,000.0
2	...	Library	SF	2,000.0000	200.00	400,000.0
3	...	Storage	SF	1,000.0000	150.00	150,000.0
4	...	Office Space	SF	22,000.0000	275.00	6,050,000.0
5	...	Classrooms	SF	8,000.0000	250.00	2,000,000.0
6	...					

Total For Administrative Facility, General Purpose (\$000): 8,950

The **Total Cost** values of all sublines entered for each major line are combined and rolled up to calculate the **Unit Cost** and **Total Cost** for that major line. That **Total Cost** overrides the existing Total on the major line; it is **not** added to the existing cost. The **Description**, **U/M**, and **Quantity** on the major line are not changed; the sublines affect just the recalculating of the **Unit Cost** and **Total Cost**.

When entering **Cost Guide** sublines, you can cause the program to compute the **Quantity** and **Unit Cost** on your major Primary Facility line item based on its sublines by creating the major line with only a **Catcode**, **Description**, and **U/M**. As you enter the sublines via the **Cost Guide**, the program adds the **Total Cost** and the total **quantities** from the sublines, calculates a **Quantity**, and populates the **Quantity**, **Unit Cost**, and **Total Cost** on the major line. You may also have the program compute the **Unit Cost** on your major line when the sublines are created via **User Input Cost**. To use this feature, create the major line and enter the **Catcode**, **Description**, **U/M**, and **Quantity**. As you enter the sublines, the program calculates the **Unit Cost** and the **Total Cost** on the major line.

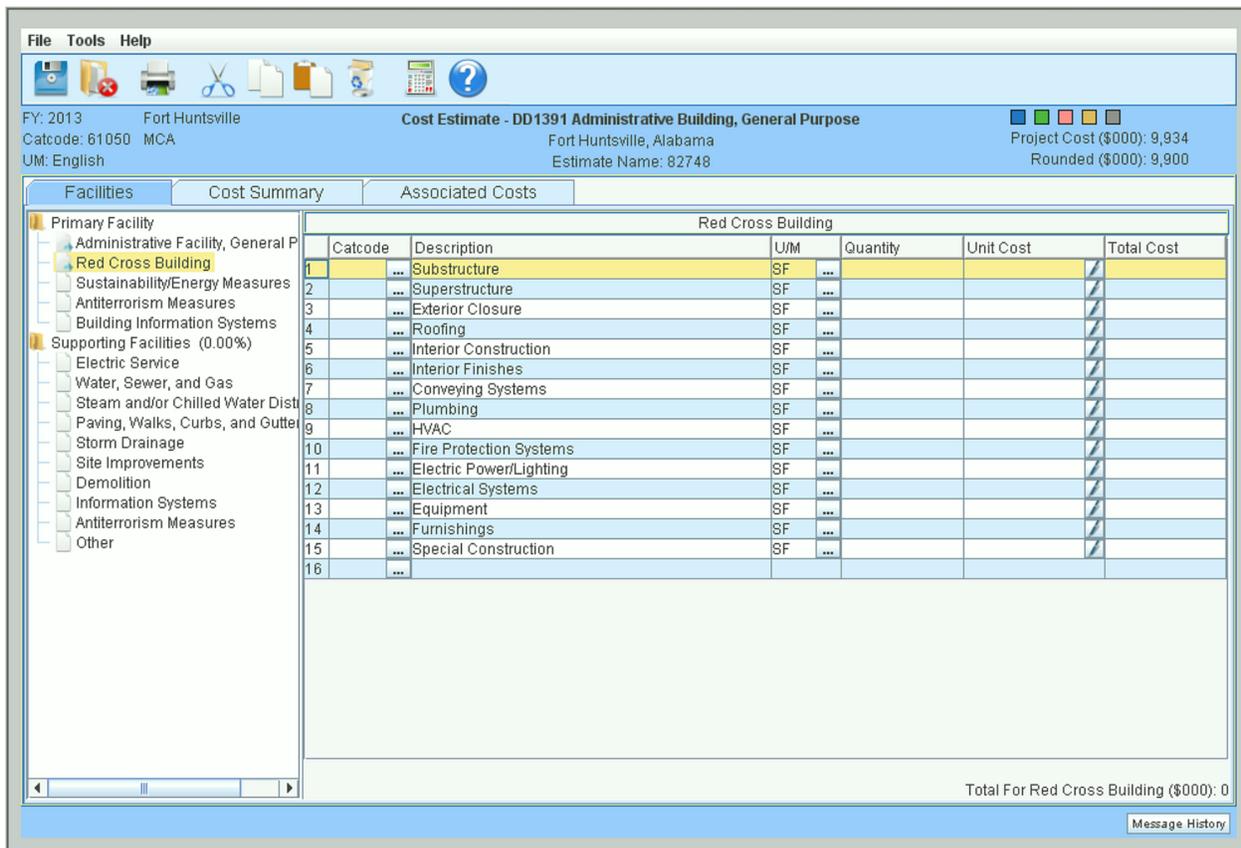
For Primary Facilities, major and sublines can be entered. You may enter a maximum of forty-seven (47) Primary Facility major lines and for each major line; you may enter a maximum of thirty (30) sublines. For Supporting Facilities, only sublines can be entered; major lines are

generated by the program based upon user-entered sublines. You may enter a maximum of sixty (60) sublines for each of the Supporting Facilities descriptions.

**Inserting Primary Facility Sublines Using Insert Standard WBS**

Use the **Insert Standard WBS** (Work Breakdown Structure) option from the **Toolbar** to add **WBS** sublines to an existing Primary Facility major line item that has no existing sublines. Access the estimate for which the major line item is to be entered. Click the **Primary Facility** block label in the **Estimate Outline** panel. Enter a major line item with no sublines and from the **Estimate Outline Panel**, click the **Description** or click the **Description** of an existing major line that has no sublines. The major line must have a **Quantity** for the totals to calculate properly, unless the Unit of Measure is LS.

Click **Tools** from the Menu Bar and click **Insert Standard WBS**.



The **Standard Work Breakdown** description structure is automatically inserted as sublines under the highlighted Primary Facility. Follow the procedure for editing sublines in the cost grid to input the Quantity and the Unit Cost for each line.

### Entering Supporting Facilities Sublines

To enter a Supporting Facilities subline, click the desired **Supporting Facilities Description** from the **Estimate Outline** panel and follow the procedure for entering data in the cost grid. The standard Supporting Facilities major line item descriptions are: **Electric Service; Water, Sewer, and Gas; Steam and/or Chilled Water Distribution; Paving, Walks, Curbs, and Gutters; Storm Drainage; Site Improvements; Demolition; Information Systems; Antiterrorism Measures; and Other.** To enter a Supporting Facilities subline, click the desired Supporting Facilities block **Title/Description** from the **Estimate Outline** panel and follow the procedure for entering data in the cost grid. The detailed information entered on each subline within a Supporting Facility block will be totaled and entered on the system-generated major line for the block you selected and printed on the estimate with **LS** as the **Unit of Measure**. If only one subline is entered in the **Other** block, the program prints the **Description** for that line, but if more than one line is entered, the **Description** prints as **Other**.

### Editing Cost Line Items

To edit any line, follow the procedure for accessing the line to be modified. Once the line is in the Cost Grid area, simply click in or tab to the cell that needs editing and type in the new data. The Backspace key is destructive. You can also highlight data and type over it, or just delete the existing data and type the new value. When editing major lines that contain sublines, you must make the changes through the sublines, unless you are changing the **Catcode, Description, Quantity, and/or UM**. Remember, sublines cannot exist without a major line, so if you erase a major line that has sublines, the sublines are also deleted.

### Resequencing Line Items

The sequence of cost line items can be reordered by highlighting the line and while holding the **Shift** key down, use the **Up** or **Down** arrow/cursor to move the highlighted line to the desired position.

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File Tools Help

FY: 2013 Fort Huntsville  
Catcode: 61050 MCA  
UM: English

Cost Estimate - DD1391 Administrative Building, General Purpose  
Fort Huntsville, Alabama  
Estimate Name: 82748

Project Cost (\$000): 9,934  
Rounded (\$000): 9,900

Facilities Cost Summary Associated Costs

Primary Facility

- Administrative Facility, General Purpose
  - Sustainability/Energy Measures
  - Antiterrorism Measures
  - Building Information Systems
  - Supporting Facilities (0.00%)
    - Electric Service
    - Water, Sewer, and Gas
    - Steam and/or Chilled Water Dist
    - Paving, Walks, Curbs, and Gutter
    - Storm Drainage
    - Site Improvements
    - Demolition
    - Information Systems
    - Antiterrorism Measures
    - Other

Administrative Facility, General Purpose						
Catcode	Description	U/M	Quantity	Unit Cost	Total Cost	
1	Conference Room	SF	2,000.0000	175.00	350,000.00	
2	Library	SF	2,000.0000	200.00	400,000.00	
3	Storage	SF	1,000.0000	150.00	150,000.00	
4	Office Space	SF	22,000.0000	275.00	6,050,000.00	
5	Classrooms	SF	8,000.0000	250.00	2,000,000.00	
6						

Total For Administrative Facility, General Purpose (\$000): 8,950

Message History

In this example, the highlight is on cost line item 4. Click the **Shift** key and use the **Up** arrow/cursor to move the line to the desired position.

File Tools Help

FY: 2013 Fort Huntsville  
Catcode: 61050 MCA  
UM: English

Cost Estimate - DD1391 Administrative Building, General Purpose  
Fort Huntsville, Alabama  
Estimate Name: 82748

Project Cost (\$000): 9,934  
Rounded (\$000): 9,900

Facilities Cost Summary Associated Costs

Primary Facility

- Administrative Facility, General Purpose
  - Sustainability/Energy Measures
  - Antiterrorism Measures
  - Building Information Systems
  - Supporting Facilities (0.00%)
    - Electric Service
    - Water, Sewer, and Gas
    - Steam and/or Chilled Water Dist
    - Paving, Walks, Curbs, and Gutter
    - Storm Drainage
    - Site Improvements
    - Demolition
    - Information Systems
    - Antiterrorism Measures
    - Other

Administrative Facility, General Purpose						
Catcode	Description	U/M	Quantity	Unit Cost	Total Cost	
1	Office Space	SF	22,000.0000	275.00	6,050,000.00	
2	Conference Room	SF	2,000.0000	175.00	350,000.00	
3	Library	SF	2,000.0000	200.00	400,000.00	
4	Storage	SF	1,000.0000	150.00	150,000.00	
5	Classrooms	SF	8,000.0000	250.00	2,000,000.00	
6						

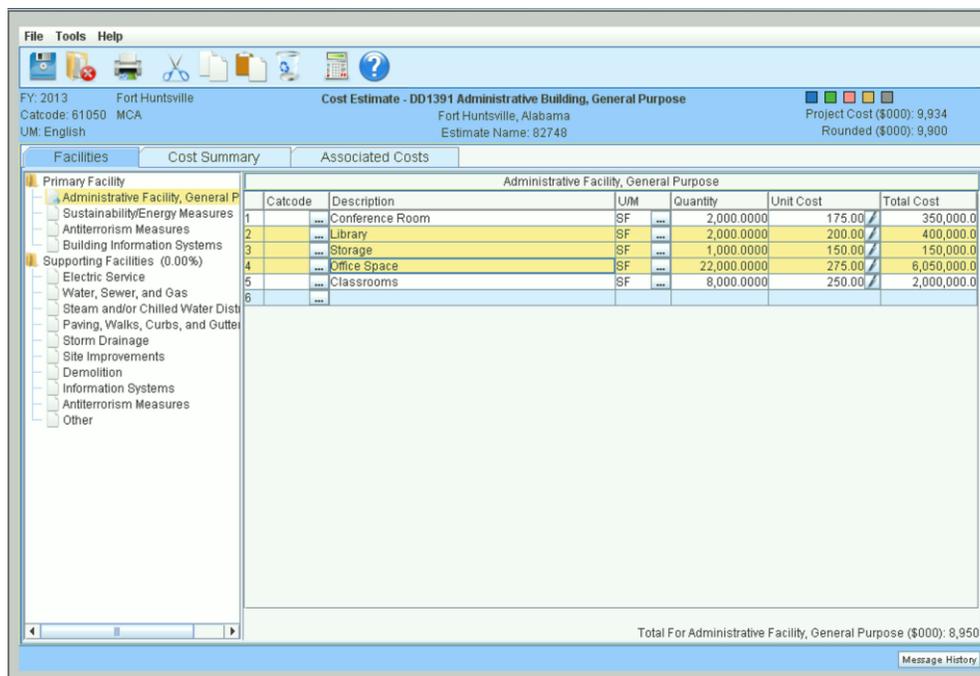
Total For Administrative Facility, General Purpose (\$000): 8,950

Message History

The selected line is now in position **1**. To reverse and move a cost line item down, use the **Shift** key and the **Down** arrow/cursor. You may also use the **Cut|Copy|Paste** functions to copy or cut line(s) and move them to different positions within the current estimate or from one estimate to another.

### Cutting/Copying/Pasting Cost Line Items

**Cut** and **Paste** work in the same manner as **Copy** and **Paste**, except with Cut and Paste, selected cost line(s) are *removed* from the current location and with Copy and Paste, the lines *remain* in the current location and are *duplicated* in the new position(s). **Cut** , **Copy** , and **Paste**  can be used to cut and copy **Primary Facility major lines**, **Primary Facility sublines**, and **Supporting Facilities sublines** within the current estimate or from estimate to estimate. To cut or copy one line or several lines, click the block label or major line description in the **Estimate Outline** panel to place the line(s) to be cut or copied in the **Cost Grid** panel. From the Cost Grid, highlight the line(s) to be cut or copied.



Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	Conference Room	SF	2,000.0000	175.00	350,000.00
2	Library	SF	2,000.0000	200.00	400,000.00
3	Storage	SF	1,000.0000	150.00	150,000.00
4	Office Space	SF	22,000.0000	275.00	6,050,000.00
5	Classrooms	SF	8,000.0000	250.00	2,000,000.00
6					

Total For Administrative Facility, General Purpose (\$000): 8,950

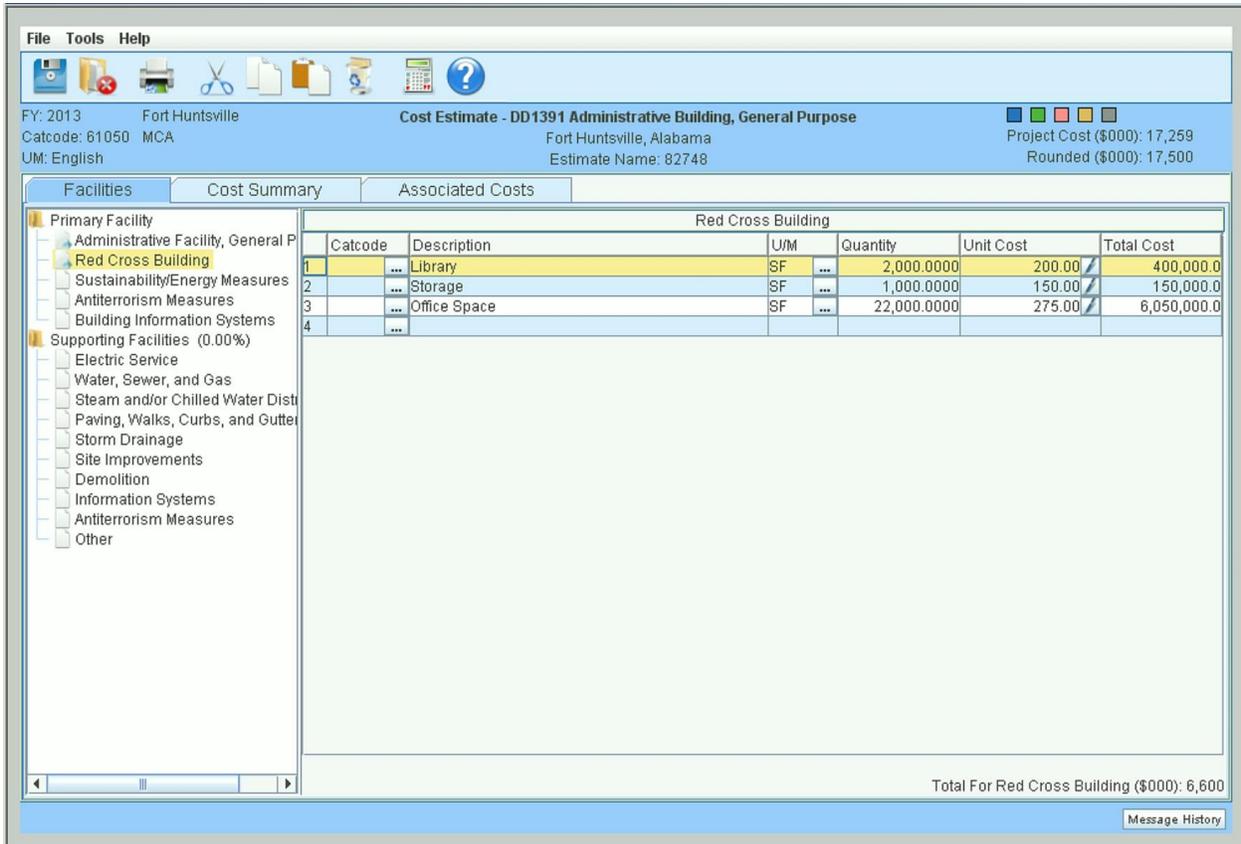
Click the **Cut**  or **Copy**  icon. The line(s) are copied to the clipboard. If the lines are to be duplicated in the current Cost Grid, click the **Paste**  icon. To copy one line or several major lines to the Primary Facility block or to copy sublines to another line in the current estimate or another estimate, click the block label or major line description in the **Estimate**

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July 2012**

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**Outline** panel to open the **Cost Grid** into which the line or lines are to be copied. Click the **Paste**  icon.

The lines copied to the clipboard are pasted into the current cost grid. If there is existing data, the lines are appended below the last existing line.



The screenshot displays the software interface for the DD Form 1391 Processor System. The main window is titled "Cost Estimate - DD1391 Administrative Building, General Purpose". The interface includes a menu bar (File, Tools, Help), a toolbar with various icons, and a status bar at the bottom. The main area is divided into three tabs: "Facilities", "Cost Summary", and "Associated Costs". The "Cost Summary" tab is active, showing a tree view on the left and a data grid on the right. The tree view shows a hierarchy of facilities, with "Red Cross Building" selected. The data grid displays the following information:

Red Cross Building						
	Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	...	Library	SF	2,000.0000	200.00	400,000.0
2	...	Storage	SF	1,000.0000	150.00	150,000.0
3	...	Office Space	SF	22,000.0000	275.00	6,050,000.0
4	...					

The status bar at the bottom right indicates "Total For Red Cross Building (\$000): 6,600".

**Other Notes**

Use **Shift + Click** to select multiple contiguous items or **Ctrl + Click** to select multiple non-contiguous items.

If lines already exist in the grid, pasted lines are entered at the bottom of the cost grid. Use **Shift + Up** or **Down** arrow to move line(s) to the desired position(s).

Major lines can only be pasted/copied into the Primary Facility Cost Grid. Sublines can only be copied into the Cost Grid for an existing major line item or into the Cost Grid for one of the Supporting Facilities.

## Deleting Cost Line Items

Access the estimate which contains the line(s) to be deleted. Click in the **Estimate Outline** panel and select the block label or line item description which places the line item(s) to be deleted in the **Cost Grid**. To delete a line item displayed in the cost grid, click anywhere in the line to highlight and move your pointer to that line. To delete a sequence of lines all grouped together in the cost grid, click the first line in the sequence of lines to be deleted. Hold down the **Shift** key and click the last line in the sequence of lines to be deleted. All lines in the sequence from the first line checked through the last are now highlighted. If you want to delete multiple line items (several lines not in sequence), click one of the lines to be deleted, hold the **Ctrl** key, click another one of the lines. Repeat this action with the **Ctrl** key until you have highlighted each of the lines you wish to delete.

The screenshot shows the software interface for the DD Form 1391 Processor System. The main window displays the 'Cost Estimate - DD1391 Administrative Building, General Purpose' for Fort Huntsville, Alabama. The 'Cost Grid' is active, showing a list of 16 line items for the 'Red Cross Building'. The grid columns are: Catcode, Description, U/M, Quantity, Unit Cost, and Total Cost. The 'Total For Red Cross Building (\$000): 0' is shown at the bottom right of the grid. The interface also includes a menu bar (File, Tools, Help), a toolbar with icons for file operations, and a left-hand navigation pane with a tree view of facilities and supporting facilities.

Catcode	Description	U/M	Quantity	Unit Cost	Total Cost
1	Substructure	SF	...		
2	Superstructure	SF	...		
3	Exterior Closure	SF	...		
4	Roofing	SF	...		
5	Interior Construction	SF	...		
6	Interior Finishes	SF	...		
7	Conveying Systems	SF	...		
8	Plumbing	SF	...		
9	HVAC	SF	...		
10	Fire Protection Systems	SF	...		
11	Electric Power/Lighting	SF	...		
12	Electrical Systems	SF	...		
13	Equipment	SF	...		
14	Furnishings	SF	...		
15	Special Construction	SF	...		
16	...				

After highlighting the line(s) to be deleted, click the **Cut**  icon or touch the **Delete** key from the keyboard. Lines removed via the **Cut** icon are copied to the clipboard and retained until another **Cut** or **Copy** is executed or the program is exited.

Lines removed via the **Delete** key are deleted and placed in the **Recycle Bin**. The Recycle Bin icon looks like this  when it is empty. The Recycle Bin icon looks like this  when the estimate that is being currently edited has deleted items in it. Click the **Recycle Bin**  icon to see its contents.



The **Recycle Bin** can hold items from multiple estimates; it displays those items deleted from the currently active estimate. To view items deleted from another estimate, make it active by using the **Windows** option on the Menu Bar or clicking the name of the desired estimate to the right of the Toolbar. To permanently delete an item in the **Recycle Bin**, click the  button for that item. To restore an item, click the  button for that item. Restored items are added in the cost grid below existing line items. You can use **Shift + Up** or **Down** cursor to move the line(s) to the desired position(s). When you close an estimate, all items in the **Recycle Bin** for that estimate are permanently deleted.

## Cost Summary

The **Cost Summary** tab displays all existing costs. You may select **Summary** or **Details**. The default is **Summary**.

**Summary** displays your cost data, but the sublines are not displayed.

**Details** displays all cost data, major lines and sublines.

Both display formats also show the **Estimated Contract Cost**, Associated Costs (**Contingency** (percentage); **Supervision, Inspection & Overhead** (percentage), **Design/Build - Design Cost** (percentage) (if **Design-build** has been selected via Tab B), **Category E Equipment** (if the Program Type is MED and the Category Code is in the 171 series or if the Category Code is in the 310 or 500 series), **Total Request**, and **Total Request (Rounded)**.

A scroll bar to the right of the screen activates as needed to facilitate view of displayed data.

### Summary View

	U/M	Quantity	Unit Cost	Cost (\$000)
<b>Primary Facility</b>				<b>(8,950)</b>
Administrative Facility, General Purpose	SF	35,000.0000	255.71	8,950
Sustainability/Energy Measures	LS			0
Antiterrorism Measures	LS			0
Building Information Systems	LS			0
<b>Supporting Facilities (0.00%)</b>				<b>(0)</b>
Electric Service	LS			0
Water, Sewer, and Gas	LS			0
Steam and/or Chilled Water Distribution	LS			0
Paving, Walks, Curbs, and Gutters	LS			0
Storm Drainage	LS			0
Site Improvements	LS			0
Demolition	LS			0
Information Systems	LS			0
Antiterrorism Measures	LS			0
Other	LS			0
<b>Estimated Contract Cost</b>				<b>8,950</b>
Contingency (5.00%)				448
<b>Subtotal</b>				<b>9,398</b>
Supervision, Inspection, and Overhead (5.70%)				536
Design/Build - Design Cost (0.00%)				0
<b>Total Request</b>				<b>9,934</b>
<b>Total Request (Rounded)</b>				<b>9,900</b>

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**Details View**

File Tools Help

FY: 2013 Fort Huntsville Cost Estimate - DD1391 Administrative Building, General Purpose  
 Catcode: 61050 MCA Fort Huntsville, Alabama Project Cost (\$000): 9,934  
 UM: English Estimate Name: 82748 Rounded (\$000): 9,900

Facilities Cost Summary Associated Costs

Summary  Details

	UM	Quantity	Unit Cost	Cost (\$000)
<b>Primary Facility</b>				<b>8,950</b>
<b>Administrative Facility, General Purpose</b>	SF	35,000.0000	255.71	(8,950)
Conference Room	SF	2,000.0000	175.00	350.0
Library	SF	2,000.0000	200.00	400.0
Storage	SF	1,000.0000	150.00	150.0
Office Space	SF	22,000.0000	275.00	6,050.0
Classrooms	SF	8,000.0000	250.00	2,000.0
<b>Sustainability/Energy Measures</b>	LS			(0)
<b>Antiterrorism Measures</b>	LS			(0)
<b>Building Information Systems</b>	LS			(0)
Building Information Systems	LS			0.0
<b>Supporting Facilities (0.00%)</b>				0
<b>Electric Service</b>	LS			(0)
<b>Water, Sewer, and Gas</b>	LS			(0)
<b>Steam and/or Chilled Water Distribution</b>	LS			(0)
<b>Paving, Walks, Curbs, and Gutters</b>	LS			(0)
<b>Storm Drainage</b>	LS			(0)
<b>Site Improvements</b>	LS			(0)
<b>Demolition</b>	LS			(0)
<b>Information Systems</b>	LS			(0)
<b>Antiterrorism Measures</b>	LS			(0)
<b>Other</b>	LS			(0)
<b>Estimated Contract Cost</b>				<b>8,950</b>
Contingency (5.00%)				448
<b>Subtotal</b>				<b>9,398</b>
Supervision, Inspection, and Overhead (5.70%)				536
Design/Build - Design Cost (0.00%)				0
<b>Total Request</b>				<b>9,934</b>
<b>Total Request (Rounded)</b>				<b>9,900</b>

Message History

## Associated Costs Tab

The **Associated Costs** tab provides data fields for viewing and editing the **Contingency**; **Supervision, Inspection and Overhead Percent**; and **Design/Build - Design Cost**.

The screenshot shows a software window titled "Cost Estimate - DD1391 Administrative Building, General Purpose". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into three tabs: "Facilities", "Cost Summary", and "Associated Costs". The "Associated Costs" tab is selected and displays the following data fields:

Field	Value	Unit
Contingency	5.00	%
Supervision, Inspection, and Overhead Percent	5.70	%
Design/Build - Design Cost	4.00	%

The defaults for **Contingency** and **Supervision, Inspection and Overhead Percent** are based upon current guidance; these values can be edited.

The **Design/Build – Design Cost** data field is available only if Design/Build has been selected as the Type of Design Contract via Tab B – Planning & Design.

The **Category E Equipment** field is only available for 310 or 500 category code series or if the Program Type is MED and the category series is 171. To enter or edit data, simply click in the desired field.

## Print

The **Print** icon,  or **File | Print** produces several different report outputs based upon what you have displayed to your screen or where your cursor is located.

## Examples

1. If your cursor is positioned on the **Primary Facility** label from the **Facilities** tab in the **Estimate Outline** panel, **Print** displays a listing of your Primary Facility major lines.

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File Edit View Favorites Tools Help						
FY	2012	61050	Fort Huntsville, Alabama			Project Cost (\$000):12,309
UM	E	MCA	Administrative Building, General Purpose			Project Cost Rounded (\$000):12,400
Primary Facility						
CatCode	Description	UM	Quantity	Unit Cost	Total Cost	
*1 61050	Administrative Facility, General Purpose	SF	35,000.0000	255.71	8,950,000	
80800	Building Information Systems	LS			0	
					TOTAL FOR (\$000):	9,308

2. If your cursor is located on a major line item in the **Estimate Outline** panel from the **Facilities** tab, **Print** displays a listing of the existing sublines for the current major line.

File Edit View Favorites Tools Help						
FY	2012	61050	Fort Huntsville, Alabama			Project Cost (\$000):12,309
UM	E	MCA	Administrative Building, General Purpose			Project Cost Rounded (\$000):12,400
Administrative Facility, General Purpose						
CatCode	Description	UM	Quantity	Unit Cost	Total Cost	
1	Conference Room	SF	2,000.0000	175.00	350,000.0	
2	Library	SF	2,000.0000	200.00	400,000.0	
3	Storage	SF	1,000.0000	150.00	150,000.0	
4	Office Space	SF	22,000.0000	275.00	6,050,000.0	
5	Classrooms	SF	8,000.0000	250.00	2,000,000.0	
					TOTAL FOR (\$000):	8,950

3. From the **Cost Summary** tab, **Print** actually displays the data shown on the screen; that is, **Summary** or **Details** report.

4. If the cursor is located in the **Associated Costs** tab, **Print** displays a summary of the Associated Costs.

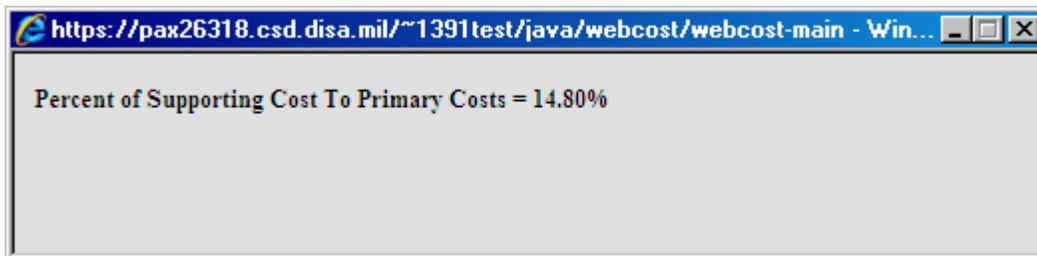
File Edit View Favorites Tools Help						
FY	2012	61050	Fort Huntsville, Alabama			Project Cost (\$000):12,309
UM	E	MCA	Administrative Building, General Purpose			Project Cost Rounded (\$000):12,400
Associated Costs						
Contingency Percent		5.0000				
Supervision, Inspection and Overhead Percent		5.7000				
Design/Build - Design Cost		4.0000				
Category E Equipment (\$000)		0				

### Exiting Develop Cost Data

To exit **Develop Cost Data**, click the **Close**  icon or select **Close and Return to PAX** from the File menu. Click **Yes** to commit newly entered data to the database and exit, **No** to exit without saving, and **Cancel** to abort the **Close** request.



After executing your request, the system exits to **Tab A - DD1391 Form**. If you selected **Yes** to save your data, the system displays the **Percent of Supporting Cost to Primary Costs** prior to returning to Tab A.



## Cost Interfaces

Several components in the DD Form 1391 Processor System interface automatically and several kinds of data on the DD1391 Form and in the DD1391 Support Documentation automatically feed each other. Within the DD1391 Module, data sharing occurs among DD1391 Costs, Furnishings and Equipment support costs, and Information Systems support costs, in that certain data fields are filled by the system based upon your entry in other Tabs.

### DD1391 Cost Data Received from Information Systems Costs

Information Systems support costs entered via Tab F as Installed Equipment and Equipment-in-Place (Primary - CONF fields only) fill the DD1391 Form Building Information Systems Primary Facility cost in Tab A.

Information Systems support costs entered via Tab F as Installed Equipment and Equipment-in-Place (Supporting - CONF fields only) fill the DD1391 Form Information Systems Supporting cost in Tab A.

### Furnishings and Equipment Data Received from Information Systems Costs

Information Systems support Primary and Supporting costs (ISC & PROP funded fields only) in Tab F are rounded to the nearest thousand and transferred to Furnishings and Equipment Information Systems support costs in Tab E as line items **Info Sys - ISC** and **Info Sys - PROP** respectively. The system transfers only four columns of data: **Description**, **Total Cost**, **Procurement Appropriation Fiscal Year**, and **Procurement Appropriation**. The default descriptions are **Info Sys - ISC** and **Info Sys - Prop**.

Two lines from Tab F automatically roll to Tab E. They appear as:

**Info Sys – ISC**  
**Info Sys – Prop**

Each line contains four columns of data: **Description**, **Total Cost**, **Proc Appr FY**, and **Proc Appr**. This data cannot be modified via Tab E; it can only be changed via Tab F. You can add data to the other columns on each line via Tab E. The Procuring Appropriation for the Info Sys – ISC line is always **OPA**. The Procuring Appropriation for the Info Sys – PROP line is determined by the Primary Proponent Fund Type selected by the user via the ISCE Header screen.

**Note:** When the ISC and PROP line items are transferred from Tab F to Tab E, the system automatically populates the PROC APPR FY field. If the line item costs are \$50M and below,

the PROC APPR FY field is populated with FY+1. If the costs are over \$50M, the PROC APPR FY field is populated with FY+2.

### **DD1391 Cost Data Received from Furnishings and Equipment Costs**

Furnishings and Equipment Information Systems costs from Tab E, minus OMA, OMN, 3400, and OM DHP, Procuring APPN costs, are transferred to Tab A - DD1391 Form 'Installed Equipment - Other Appropriations' cost.

### **Acronyms**

CONF - Construction Funded Cost  
ISC - Information Systems Cost  
PROP - Proponent Cost

### **Additional Notes Regarding Tabs E and F Interface**

#### **ISCE (Tab F):**

The Construction-funded costs ("C") total from Sections I and II rolls to Tab A - Primary Facility "Building Information Systems" line item when the **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt in **Tab F – Information Systems** is set to **Yes**.

The Construction-funded costs ("C") total from Sections III and IV rolls to Tab A - Supporting Facility "Information Systems" line item.

Prop ("P") costs roll to Tab E - Furnishings and Equipment as a PROP line item.

ISC ("I") costs roll to Tab E - Furnishings and Equipment as an ISC line item.

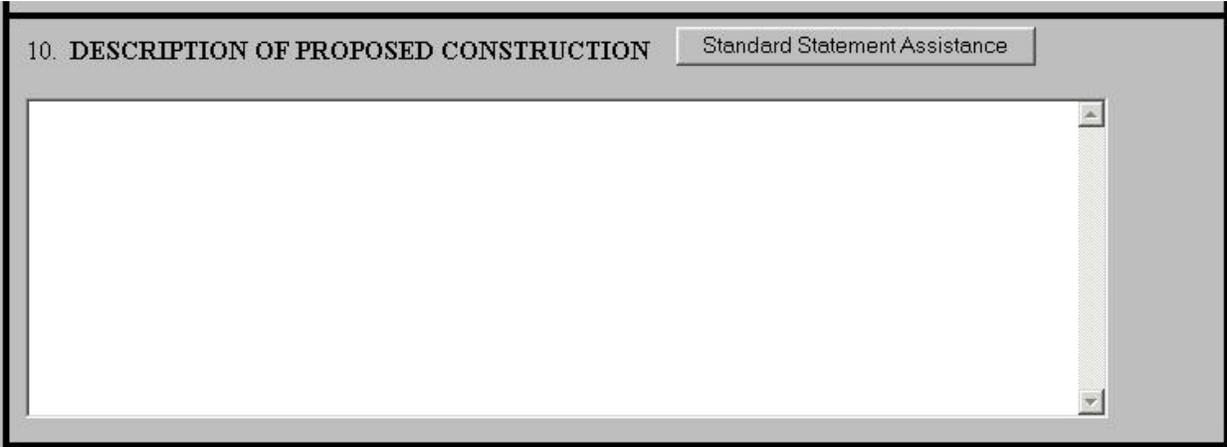
#### **Furnishings and Equipment (Tab E)**

The total of all costs in Tab E except OMA, OMN, 3400, and OM DHP Procuring APPN roll to Tab A as the "Installed Equipment-Other Appropriations" cost for Active Army and National Guard.

## Entering/Editing DD Form 1391 Text

The number of text blocks and the block titles for text blocks on Tab A - DD1391 Form: **Description of Proposed Construction, Project, Requirement, Current Situation, Impact If Not Provided, Additional, and NATO Security Investment** (for NATO construction projects in Belgium, Canada, Denmark, Germany, Greece, Italy, Netherlands, Norway, Portugal, Turkey, United Kingdom, Luxembourg, and France) *vary slightly dependent upon the Program Type*. If DD1391 Quickstart or one of the OMACC Standard Facility titles is used to create the form, some text blocks are automatically populated but can be edited.

The **Description of Proposed Construction** block, the **Additional** block, and the **NATO Security Investment** block provide a **Standard Statement Assistance** feature designed to assist you in entering the appropriate text.

The image shows a screenshot of a software interface for DD Form 1391. At the top left, the text '10. DESCRIPTION OF PROPOSED CONSTRUCTION' is displayed. To its right is a button labeled 'Standard Statement Assistance'. Below these elements is a large, empty rectangular text input area with a vertical scrollbar on the right side, indicating it is a scrollable text field.

To use this feature, click the **Standard Statement Assistance** button. Statements selected via this method will be appended to any other text entered in the text block and appear on the printed form. Please note that if the form's cost is developed using parametric cost estimating, and the form is flagged parametric, a parametric cost statement is automatically appended to the existing data in the **Additional** block.

In the **Description of Proposed Construction** block, the standard statements are related to Demolition and Air Conditioning. The standard statements in the **Additional** block are related to: Physical Security, Antiterrorism Protection, Economic Analysis, Joint Use Certification, and other miscellaneous data related to sustainable principles, Eighth United States Army and Barracks projects. The standard statement in **NATO Security Investment** states, "This project is not within an established NATO infrastructure category for common funding, nor is it

expected to become eligible in the foreseeable future.” If standard text has been selected, the **Standard Statement Assistance** button is “red.”

**Tab F** has a **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** feature with a **Yes** or **No** option. If the prompt is set to **No** and you switch it to **Yes**, you **must** provide justification in the **Tab A – Description of Proposed Construction** text block explaining why the costs need to be included.

To enter text, click in the desired text block. You are now in a text editor that allows you to enter free form text. Currently, you are limited to three thousand six hundred (3,600) characters which allow the entry of approximately 50 lines in each text block on **Tab A - DD1391 Form**. If you exceed the character limitation allowed for fifty lines of text, you will be unable to save your data until the text in each block is within the allotted number of characters. The system displays the following warning message:

**Warning!**

**The following text block(s) has exceeded the character limitation (approximately 45 to 50 full lines of text), and will not save until the number of characters has been reduced:**

**Text Block Name**  
**Text Block Name**  
**Text Block Name**

In all the Supporting Tabs, you may enter a maximum of 28,800 characters which equal approximately 400 lines of text in each text block. (**Note:** The DD1391 Attachments Tab can be used to attach text files of up to 1 MB in either Word or PDF format. The attached file can be accessed via the Print option or the Attachments Tab.) Please avoid fancy formatting such as bolding, underlining, etc. because this data must be processed by the PAX System on the mainframe computer.

**Entering Text**

To enter text in any text area, click within the text area or use the Tab key to move to the desired data field. When you click or access a text block area, the system accesses a text editor to allow the entry of text. The text area supports word wrapping and the following keyboard shortcuts:

<b>Undo</b>	<b>Ctrl+Z</b>
<b>Cut</b>	<b>Ctrl+X</b>
<b>Copy</b>	<b>Ctrl+C</b>
<b>Paste</b>	<b>Ctrl+V</b>

Additionally, you can access a text file in your own word processing package, copy text from the file to your clipboard, and paste the copied text into the text block in the DD1391 Form. The data is copied in ASCII format. Avoid entering text with fancy formatting, underlining, bold characters, etc. because the data must be handled by the mainframe computer that does not support enhanced formatting of text.

### **Formatting Text**

The DD1391 Module has been programmed so that the Print function automatically enters standard paragraphs in the proper format. As a signal to the System, you must enter a blank space at the beginning of the first line in the paragraph. During execution of the Print function, every time the System encounters a blank space at the beginning of a line, it takes the following actions:

1. If the previous line contains text, it enters a blank line preceding the next line of text.
2. It indents the line three (3) spaces, i.e., the first character on the line is printed in character position four.
3. It reformats the text lines entered on the DD1391 Module and prints them in lines containing no more than 65 characters.

**Note:** These formatting changes appear only on the form printed by the Print function, not the working copy.

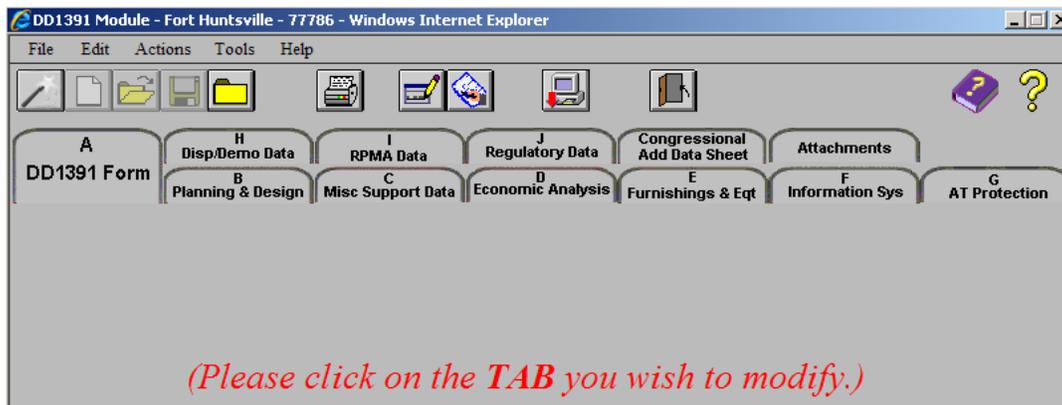
You do not have to be concerned about the appearance of a paragraph entered on the DD1391 Module if one blank space is entered in the first character position of the first line. The paragraph on the form in the DD1391 Module can have lines of varying lengths (as is often the case when constant revision is required) and the Print function reformats the text. It is strongly recommended that you do not hyphenate words at the end of lines. Since the Print function reformats, it is possible the hyphenated word could be moved to the middle of a line rather than the end. If this should happen, the word would appear as two words, the first one ending with a hyphen, (e.g., There are inadequate hospi- tal facilities).

Some text paragraphs require nonstandard formats; for example, text containing tables, specific listings, or paragraphs with blank lines or unique indentions. You would not want the Print function to reorganize this data into standard text format, so special procedures must be followed. An exclamation mark (!) entered in the first character position of a line signals the Print function to print all lines entered after that line exactly as they appear on the permanent copy of the form in the DD1391 Module. The Print function will not reformat the text until it locates a line containing another exclamation mark in the first character position. In other words, all text entered between two exclamation marks will be formatted as entered.

## DD Form 1391 Support Documentation

The DD1391 Form can have different kinds of information entered to support the justification for the project and verify data entered related to the project. The number of Tabs available varies dependent upon the Program Type of the project.

Energy Conservation Investment Program (ECIP) projects only use Tabs A, B, D, F, J, and the Attachments tab. Operations & Maintenance, Army Contingency Construction (OMACC) projects use only Tabs A, B, C, E, F, and the Attachments tab. Barracks Upgrade Program (BUP) projects use only Tabs A, C, D, H, I, J, and the Attachments tab. Relocatable Buildings (RB) projects use Tabs A, C, D, and the Attachments tab. Maintenance & Repair (MR) projects use Tabs A, C, D, H, I, J, and the Attachments tab. Only Ballistic Missile Defense Organization (BMDO), National Missile Defense (NMD), Theatre Missile Defense (TMD), Non-Appropriated Funds (NAF), and Army and Air Force Exchange Services (AAFES) contain Tab K data. The number of Tabs available varies dependent upon the Program Type of the project. Related data is grouped together to facilitate ease in providing required information. Each tab allows access to the kind of information specified. The **Attachments** Tab supports the inclusion of graphics and other miscellaneous information pertinent to the project.



- Tab B - Planning & Design**
- Tab C - Miscellaneous Support Data**
- Tab D - Economic Analysis**
- Tab E - Furnishings and Equipment**
- Tab F - Information Systems**
- Tab G - AT (Antiterrorism) Protection**

**Tab H - Disp/Demo (Disposal/Demolition) Data**

**Tab I - RPMA (Real Property Maintenance Activity) Data**

**Tab J - Regulatory Data**

**Tab K - BMDO/NMD/TMD Data or NAF/AAFES**

**Congressional Add Data Sheet**

**Attachments**

## Tab B – Planning & Design

**Tab B – Planning & Design** data should reflect the planning and design needed to support the project. Installations, Districts, Divisions, and Process Managers are allowed to enter/edit planning and design data. For Districts and Divisions (with **P** or **U** authority) handling AFH, BCA, ChemD, and MCA projects, this tab also contains a USACE Certification block.

To enter **STATUS**, **BASIS**, and **COST** data, simply click in the desired data field and type the desired data. The backspace key is destructive.

The **STATUS** section provides data fields for:

- Design Start Date (in the mmm yyyy format)
- Percent Complete as of 15 SEP yyyy (Design Year)
- Percent Complete as of 01 JAN yyyy (Budget Year)
- Percent Complete as of 01 OCT yyyy (Program Year)
- Concept Complete Date (in the mmm yyyy format)
- Design Complete Date (in the mmm yyyy format)
- Type of Design Contract (Adapt-Build, Design-bid-build, Design-build, Other)

(If you select other, a text box activates for you to provide a brief explanation.)

Provide brief explanation of  
type of design contract used:

**Note:** The **Adapt-Build** design concept takes advantage of existing, approved, standard designs and adapts them for installation specific requirements, such as the Installation Design Guide. It also takes advantage of repetitive contracting and regional contracts. The **Design-build** process involves the issuing of a contract for the design and construction of the facility/facilities. The contract methodology can be Invitation for Bid (IFB), but usually it is Request for Proposal (RFP). The **Design-bid-build** process involves the designing of the facility/facilities by the Corps and/or an AE firm with a separate contract issued for construction. If you select **Design-build** as the **Type of Design Contract**, the **Design/Build-Design Cost** percentage field becomes available via Tab A - DD1391 Form for entry of design costs. The default percentage is 4.00.

The **BASIS** section allows for entry of:

**Standard or Definitive Design** (Click the **YES** or **NO** radio button; if **YES** is selected, complete the **Installation Where Design Was Most Recently Used** data field. An assistance key is available to help you in entering a valid Installation name.) Enter the **Percentage of Design Utilizing Standard Design**.

The **COST** section supports entry of:

**Contract Architect-Engineer Cost, Estimated (\$000)**  
**In-House Design Cost Plus Architect Engineer Contract  
Supervision and Administration Cost Government Forces  
Design Cost, Estimated (\$000)**  
**Production of Plans and Specs (\$000)**

The system calculates the **Total Design Cost** by totaling fields A+B or D+E. It also displays the **All Other Design Cost** total and the percentage the Design Costs are of the Project Cost. If the cost of **Production of Plans and Specs** is more than 6 percent of the total estimated contract rounded cost, a warning is given and the amount entered as the cost of Production of Plans and Specs is erased.

Fields are provided for **Construction Contract Award**, **Construction Start**, and **Construction Completion** dates, **LEED** (Leadership in Energy & Environmental Design) **Rating (at Design)**, **PDRI** (Project Definition Rating Index) **Rating (At Design Charrette)**, and **Date of Design Charrette**.

**Notes:**

The PDRI Rating is generated by the PDRI Tool.

Army Family Housing forms still use the **SPiRiT** (Sustainable Project Rating Tool) **Rating** rather than **LEED**.

Additionally, this tab supports the selection of a standard **Energy/Life Cycle Statement** or entry of the statement of your choice via the **User-Generated Statement**. If User-Generated Statement is selected, the system accesses a text entry mode. Follow the procedures for entering/saving text.

Use the **Tab** key to move forward from field to field or use **Shift-Tab** to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data.

If you access the system as a District or Division with **P** or **U** authority, and the Program Type of the project is AFH, BCA, ChemD, or MCA, this Tab also contains a USACE Certification block.

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**USACE CERTIFICATION**

- The US Army Corps of Engineers has conducted a centrally-funded Planning Charrette and certifies that the signed DD1391 is in compliance with Army standards, criteria, and cost estimating requirements.
- The US Army Corps of Engineers has reviewed the signed DD1391 and certifies that it is in compliance with Army standards, criteria, and cost estimating requirements.
- There are no unresolved issues.
- The following issues should be resolved before budget submission to prevent project delay or loss:

Certifying District or Division Official

Title of Certifying Official

Certifying District or Division

Certification Date (*mm/dd/yyyy*)

This Certification Based on FY

## Tab C – Miscellaneous Support Data

**Tab C – Miscellaneous Support Data** allows the entry of **Quantitative Data, Additional Requirements, General Justification, Site Information, Planning Charrette Validation, COS/MCX/CX Access, Future Occupant Concurrence, and MACOM or Region Certification**. Accessibility to the links vary dependent upon your user class.

### Quantitative Data

Before the scope of a specific project can be appropriately focused on, the total requirement for a facility category code must bounce against the asset availability for that same category code. This is done by addressing the discrete data. This data should be based upon the installation's overall requirements and assets for the category code under which the project is programmed. Refer to DA PAM 420-1-2 for calculation instructions.

This screen allows the entry of quantitative data related to **Type of Design; standard Drawing Number; Scope; Size** (The unit of measure in parentheses beside the Scope and Size is dependent upon the category code as reflected in DA Pamphlet 415-28.); **Cooling Capacity and Cost; Funded, Not in Inventory; Adequate Assets, Unfunded Prior Authorization by Fiscal Year; Included in Prior Year Program; and Deficiency**. To enter data in any of these fields, click in the data field and type the desired value. Some values are system-generated based upon the data you enter. Some Quantitative Data (**Total Requirement, Existing Substandard, Existing Adequate**) is also entered as a part Tab A - DD1391 Form and in Tab C is display only.

### Additional Requirements

**Additional Requirements** accessed via Tab C - Miscellaneous Support Data include data related to **Provisions for Handling Classified Information, Date of TEMPEST Risk Assessment, and Department of Defense Explosive Safety Board and Federal Aviation Administration Board requirements**. (Note the TEMPEST Risk Assessment policy statement.)

For each item, click either the **No** or **Yes** button to indicate whether or not the item is required. If **Yes** is selected, date fields become available for that item. Dates must be in the mm/dd/yyyy format.

Use the **Tab** key to move forward from field to field or use **Shift-Tab** to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data.

### **General Justification Data**

**General Justification Data**, accessed through **Tab C - Miscellaneous Support Data**, includes information not specifically required or logically covered in other sections of data related to the form. General Justification Data allows narrative entry of data related to **General Justification, Traffic Analysis, Analysis of Deficiencies, Criteria for Proposed Construction, Determination and Certification of Actual Need, Related Projects, Remarks and/or Preparer Notes for Standard Facilities**, and **Special Requirements**. The title of these blocks and the blocks available may vary dependent upon the Program Type. This data identifies the standards, references, or other guidance used by the planner/programmer to develop the scope of the project. It should provide background information on the mission of the Installation; the relationship of the project to the accomplishment of the mission; as well as the justification for the project supported by specific data related to unit strengths, equipment types and density, and technical or operational requirements. Special Requirements data can only be entered by Headquarters. This Tab also supports the entry of the **Installation Engineer Name** and **Phone Number**. Click in the data field and type the desired data.

For Traffic Analysis, click either the **No** or **Yes** button to indicate whether or not a traffic analysis was applied. If **Yes**, the system enters a text area. Follow the procedures for entering text in that block and in the other five text areas provided for in this tab.

Use the **Tab** key to move forward from field to field or use **Shift-Tab** to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data. The text blocks provide a text editor for entry of text.

### **Site Information**

**Site Information**, accessed through **Tab C - Miscellaneous Support Data**, is used to record site approval from the IMCOM Regional Director, the site location, and remarks. The IMCOM Regional Director's approval is indicated via radio button. If **Yes** is selected, **Name** and **Date of Approval** fields become available for data entry. The **Site Location** field allows up to 72 characters. An **Add Attachment** button permits the attachment of site plans (in PDF format only) up to 1MB in size.

**Note:** A Site Plan Attachment can be deleted only by the IMCOM Region (with S, W, R, V or U authority).

Site Information also contains a general **Remarks** block.

### Planning Charrette Validation

The **Planning Charrette Validation** Form is accessible to all users who have access to Tab C (Miscellaneous Support Data). Users may enter data on the **Planning Charrette Validation** Form or select the **Exempt from Planning Charrette** option if this form is not applicable. This form allows the user to document the entire planning charrette process and identify all the key players involved in developing the data needed for the respective DD1391 Form.

To enter Charrette data, select the **Planning Charrette Validation** radio button. **Project Number, Project Title, Installation, and Project Description** are carried over from Tab A. Select the appropriate **Region** from the drop-down menu, and complete the **Project Sponsor** field. Select either the **BASOPS** or **MISSION** radio button to activate a drop-down menu from which to choose the appropriate entry. Complete the **Description of Location** field, select the **LEED (Leadership in Energy & Environmental Design) Rating (at Planning Charrette)** from the drop-down menu, then complete the **PDRI Rating (at Planning Charrette), Planning Charrette CWE, and Date of Planning Charrette** fields. The **Planning Charrette Team Members** area has fields for **Name, Title, Phone,** and a Yes/No **Signed** radio button for each team member. Following this is a text block for **Planning Charrette Discussion**.

**Note:** The PDRI (Project Definition Rating Index) Rating is generated by the PDRI Tool.

If a project is exempt, click the **Exempt from Planning Charrette** radio button. If the **Project has met the following condition(s) for planning charrette exemption** area of the form, make the appropriate selection from two radio buttons: **Design is underway/completed and the DD Form 1391 is complete** or **Project has been**. For **Project has been**, enter appropriate dates for **Presented at a Project Review Board (PRB), Programmed in the Army's Future Years Defense Program (FYDP) in FY,** and **Reviewed and certified by the Region, USACE and ISEC**. In the **Exemption Requestor** area, complete the **ACSIM Construction Division POC** and **Date Approved** fields.

Use the Tab key to move forward from field to field or use Shift-Tab to move backward from field to field. To enter data in the available fields, click in the desired field or tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data. The text block provides a text editor for entry of text.

**Note:** If you have existing Charrette data and you edit it by selecting the **Exempt from Planning Charrette** option, the system erases the existing data.

### COS/MCX/CX Access

This screen allows users to select specific facility types to automatically permit Read-only authority to the form to the appropriate USACE CoS (Center of Standardization), **MCX**

(Mandatory Center of Expertise), or **CX** (Center of Expertise). Multiple selections may be made; however, deselecting a facility will not revoke a **COS/MCX/CX**'s access to the project.

DD1391 Module - Fort Huntsville - 79955 - Windows Internet Explorer

File Edit Actions Tools Help

A DD1391 Form H Disp/Demo Data I RPMA Data J Regulatory Data Congressional Add Data Sheet Attachments  
B Planning & Design C Misc Support Data D Economic Analysis E Furnishings & Eqt F Information Sys G AT Protection

REVISE MISCELLANEOUS SUPPORT DATA

[QUANTITATIVE DATA](#)

[ADDITIONAL REQUIREMENTS](#)

[GENERAL JUSTIFICATION DATA](#)

[SITE INFORMATION](#)

[PLANNING CHARRETTE VALIDATION](#)

[COS/MCX/CX ACCESS](#)

Please select from the following facility list in order to automatically permit to the appropriate USACE Center of Standardization (COS), Mandatory Center of Expertise (MCX), or CX (Center of Expertise): [NOTE: Multiple selections may be made.]

- Access Control Building
- Advanced Individual Training Complex
- Aircraft Maintenance Bay or Hangar
- Airfield Aprons, Lighting, Pavement, Runways, or Taxiways
- Army Community Service Center
- Army Reserve Center
- Aviation Facilities (Vertical Construction)
- Aviation Navigation and Traffic Aids
- Basic Combat Training Complex (BCT)/One Station Unit Trainee (OSUT)
- Battalion Headquarters
- Battalion Headquarters Building - Transient Training
- Battle Command Training Center
- Bowling Center
- Brigade Headquarters

NOTE: Deselecting a facility will not revoke a COS/MCX/CX's access to this project.

### **Future Occupant Concurrence**

The Future Occupant Concurrence data is available only when the Future Occupant selected on the Prepare screen is any option other than Garrison Commander.

### **MACOM Certification**

The appropriate MACOM is responsible for certifying all DD1391 Forms for MED, BMDO, NMD, TMD, and SOP projects. You should enter the appropriate name, title, and organization.

The date signed defaults to the current date when certification is indicated, but the date can be modified. To enter data, click in the desired data field and type the desired data.

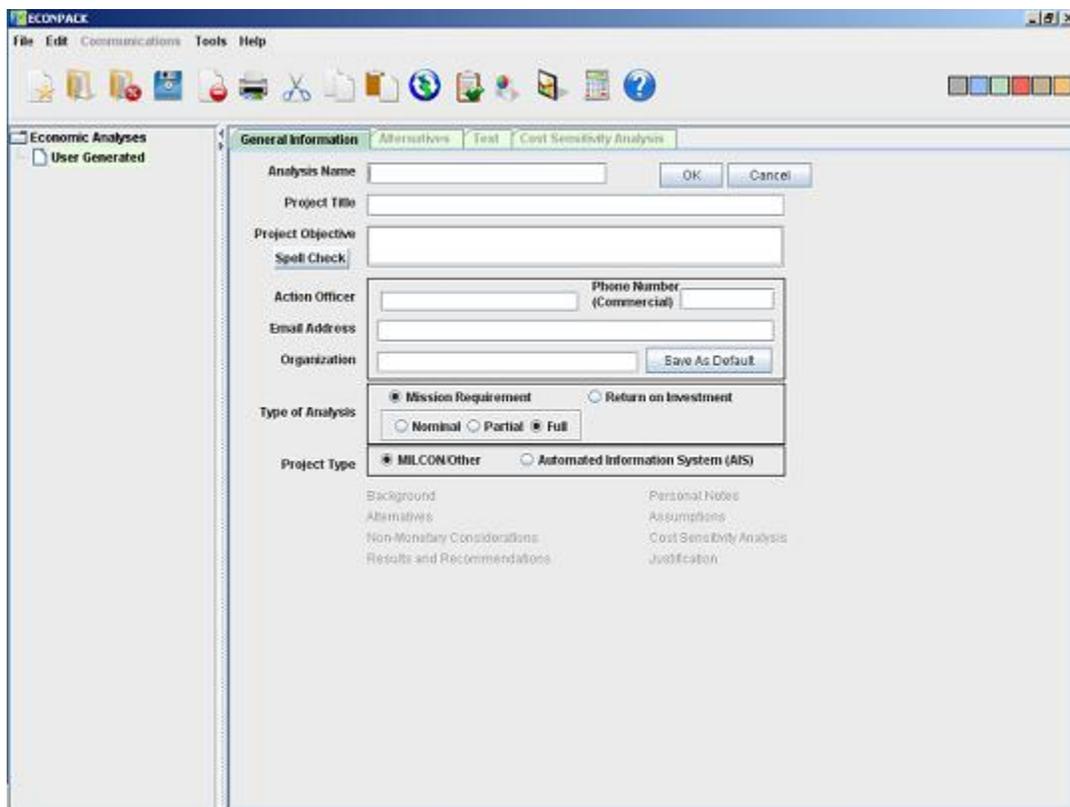
**Region Certification**

Regions are responsible for certifying all DD1391 Forms except MED, BMDO, NMD, TMD, and SOP projects which will be certified by the appropriate MACOM. You should enter the appropriate name, title, and organization. Indicate whether or not the certification block is to be marked signed. The date signed defaults to the current date when certification is indicated, but the date can be modified. To enter data, click in the desired data field and type the desired data.

## Tab D – Economic Analysis

**Tab D – Economic Analysis** allows you to access the **ECONPACK** software. You must have the latest version of ECONPACK installed on the hard drive of your computer. If you are going to upload and download economic analyses, the software must be installed in the C: drive.

If the DD Form 1391 has no Economic Analysis data entered in Tab D, the system opens to a warning that the Economic Analysis file does not exist. Click the **OK** button and a blank screen opens in ECONPACK. If Economic Analysis data has been entered, the fields are populated and the tabs are active for the entry of new data or the editing of existing data.



The screenshot displays the ECONPACK software window. The title bar reads "ECONPACK". The menu bar includes "File", "Edit", "Communications", "Tools", and "Help". The toolbar contains various icons for file operations and help. On the left, a tree view shows "Economic Analyses" and "User Generated". The main area is titled "General Information" and contains several input fields: "Analysis Name" (with "OK" and "Cancel" buttons), "Project Title", "Project Objective", "Spot Check", "Action Officer", "Phone Number (Commercial)", "Email Address", and "Organization" (with a "Save As Default" button). Below these are radio buttons for "Type of Analysis" (Mission Requirement, Return on Investment) and "Project Type" (MILCON/Other, Automated Information System (AIS)). At the bottom, there are links for "Background", "Alternatives", "Non-Monetary Considerations", "Results and Recommendations", "Personal Notes", "Assumptions", "Cost Sensitivity Analysis", and "Justification".

An economic analysis is required for military construction projects that exceed two (2) million dollars. The difference is the type of economic analysis to be prepared. ECONPACK supports the entry of two types of economic analyses: **Return on Investment** and **Mission Requirement**.

**Return on Investment:** A Return on Investment economic analysis is performed when a better, less costly way to meet an existing requirement is proposed; that is, although the requirement is being met by the current method, a better method is available. An example:

- Build a new building on base for in-processing of new recruits as opposed to staying in a leased facility off base.

Return on Investment economic analyses involve proposed savings relative to an existing mode of operation.

A Return on Investment economic analysis compares these savings to the cost of attaining them. Return on Investment economic analysis projects that are justified must reflect a reduction in cash flow. Status Quo **MUST** be included as an alternative.

**Mission Requirement**: A Mission Requirement economic analysis is required after a deficiency or new requirement has been identified. Mission Requirement economic analyses determine which, of several planning alternatives, will most economically satisfy the deficiency or meet the new requirement. An example is:

Provide housing for officers by analyzing the following viable alternatives:

- 1) New Construction
- 2) Renovation
- 3) Basic Allowance for Housing (BAH)

There are three kinds of Mission Requirement economic analyses: **Nominal, Partial, and Full.**

A **Nominal Mission Requirement Economic Analysis** is produced when the project is exempt from an economic analysis; e.g., a Chemical Demilitarization project. In this case Public Law has mandated the project. Should this be your reason, all you need is to identify the **Project**, state a **Project Objective** indicating what the clean up is for, and provide a short paragraph of **Justification** citing the Public Law which is regulating this project. Remember, a Congressional Add is not a Public Law.

A **Partial Mission Requirement Economic Analysis** is produced when after reviewing all other possible alternatives, there is only one alternative that will meet the Project Objective and all the constraints imposed by this project. The Partial Mission Requirement Economic Analysis is a three-step process.

1. **Identify the Project and establish and state the Project Objective.** You *must* provide a Project Objective. If the project has specific needs that must be met, state them in the Project Objective. You may have to write a background statement to clarify what the project confinements are.

2. **Discussion of Alternatives.** You must describe all the alternatives reviewed and explain why they were deemed nonviable. If you state that they would be too costly, then you will have

to provide a full economic analysis and show the costs. The only reason for nonviability must be due to non-monetary issues. Please do not try omitting alternatives.

Alternatives to discuss include:

- Status Quo (Current Operations)
- Renovation
- Renovation/New Construction Mix
- New Construction
- Basic Allowance for Housing (BAH)
- Leasing
- Other Facilities on Base; As Is, Renovation, or Renovation/New Construction Mix
- Other DOD or Federal Agency Facilities
- Contracting Services Out
- Innovative Alternatives or Combinations of the Above Alternatives
- Government Owned Contractor Operated (GOCO)
- Contractor Owned Contractor Operated (COCO)

### 3. **Report Results and Recommendations.**

A **Full Mission Requirement Economic Analysis** is required when more than one viable alternative exists. This type of analysis includes: **Background, Discussion of Alternatives, Assumptions, Non-Monetary Considerations, Costs/Benefits, Sources and Derivations, Discount Rate Sensitivity Analysis**, possibly a **Cost Sensitivity Analysis**, and lastly, **Results and Recommendations**.

Tab D supports the entry of new economic analysis data via ECONPACK and the modification of an economic analysis which has been loaded into the DD Form 1391 via ECONPACK. It is recommended that you create Return on Investment and Full Mission Requirement economic analyses by accessing ECONPACK from your desktop. After the analysis is finished, use the **Upload** feature to transfer the economic analysis to Tab D of your DD Form 1391.

For assistance with ECONPACK, please refer to the **Help** feature within the ECONPACK program.

## Tab E – Furnishings & Equipment

**Tab E – Furnishings and Equipment** allows the identification, by fund type and procurement date, of the items of furnishings and equipment necessary to facilitate occupancy of the completed facility. Installed building equipment such as mechanical systems, carpet, hardware, or built-in furnishings need not be listed. This information refers primarily to those items that are movable or portable and not fixed as an integral part of the facility, or if installed, are detachable without damage to the building.

Click in the appropriate grid cells to enter the various values. Enter the following information for each item: **Description**, **Total Cost**, **Procurement Appropriation Fiscal Year**, **Procurement Appropriation**, **Estimated Delivery Date**, **Procurement Status**, **Estimated Installation Cost**, **Fiscal Year of Installation**, and **Installing Appropriation**. To delete a line, highlight the line and click the **Delete** key. To move a line, highlight the line, hold the **Shift** key down and use the up and down arrow keys to position the line to the desired location. Select **Footnote** if some explanation for the entry is needed. The system places you in a text editor for the entry of text. Saving a footnote causes the name/label on the **Footnote** button for that line to be bolded.

An area is provided for entering general **Furnishings and Equipment** data and another is provided for entering **Information Systems Furnishings and Equipment** data. Information Systems Furnishings and Equipment data are loaded into this block of data from the Information Systems Tab. This block can only contain two lines: **Info Sys-ISC** and **Info Sys-Prop**. These lines contain four columns of data: Description, Total Cost, Proc Appr FY, and Proc Appr. Other columns of data can be added to the lines, but the existing data cannot be deleted or modified except via the Information Systems Tab; neither can new lines be added.

After data has been entered, the system displays, below the grid area, a chart that shows **TOTALS BY APPROPRIATION TYPE**. This data is display only. Data in the display include:

**TOTAL OMA/OMN/3400/OM DHP  
INSTALLED EQUIPMENT-OTHER APPROPRIATIONS  
TOTAL RELATED FURNITURE & EQUIPMENT AMOUNT**

**Note:** OMA - Operations & Maintenance Army  
OMN - Operations & Maintenance Navy  
3400 - Operations & Maintenance Air Force  
OM DHP - Operations & Maintenance Defense Health Program

Furnishings and Equipment Information Systems costs from Tab E, minus OMA, OMN, 3400, and OM DHP, Procuring APPN costs, are transferred to Tab A - DD1391 Form 'Installed Equipment - Other Appropriations' cost.

This tab also contains a text block labeled **FURNISHINGS AND EQUIPMENT DISCUSSION**. To enter text, click on the block label and the system places you in a text editor for entering text. Use the **Tab** key to move forward from field to field or use **Shift-Tab** to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data. The text blocks provide a text editor for entry of text.

When a form is created using DD1391 Quickstart, a note indicating the source of pricing data is added to each OMA-funded and OPA-funded line item entered into Tab E during the creation process.

If the Centralized Furniture Program Office, Huntsville Center (USACE) is the source of pricing data for any size facility, it will be indicated in the highlighted area below the Furnishings & Equipment grid.

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FURNISHINGS AND EQUIPMENT										
	DESCRIPTION	TOTAL COST (\$000)	PROC APPR FY	PROC APPR	EST DELIV DATE (mm/yyyy)	PROC STATUS	EST INSTL COST (\$000)	INSTL FY	INSTL APPR	
	1 Electronics	60	2010	OMA						Footnote
▶	2 Office Furniture	106	2010	OMA						Footnote
	3 Appliances	29	2010	OMA						Footnote
	4 Miscellaneous	7	2010	OMA						Footnote
	5									Footnote
	6									Footnote
	7									Footnote
*										
<b>Source of furniture pricing data is the Centralized Furniture Program Office, Huntsville Center (USACE).</b>										

For all other facilities, a sentence identifying the source of pricing data is displayed in the highlighted area below the Furnishings & Equipment grid for each OMA-funded line item.

FURNISHINGS AND EQUIPMENT										
	DESCRIPTION	TOTAL COST (\$000)	PROC APPR FY	PROC APPR	EST DELIV DATE (mm/yyyy)	PROC STATUS	EST INSTL COST (\$000)	INSTL FY	INSTL APPR	
▶	1 Furniture	205	2010	OMA						Footnote
	2 Equipment	205	2010	OPA						Footnote
	3									Footnote
*										
<b>Source of furniture pricing data is the Center of Standardization for this facility type.</b>										

For OPA-funded line items, a similar sentence is displayed in the highlighted area below the Furnishings & Equipment grid.

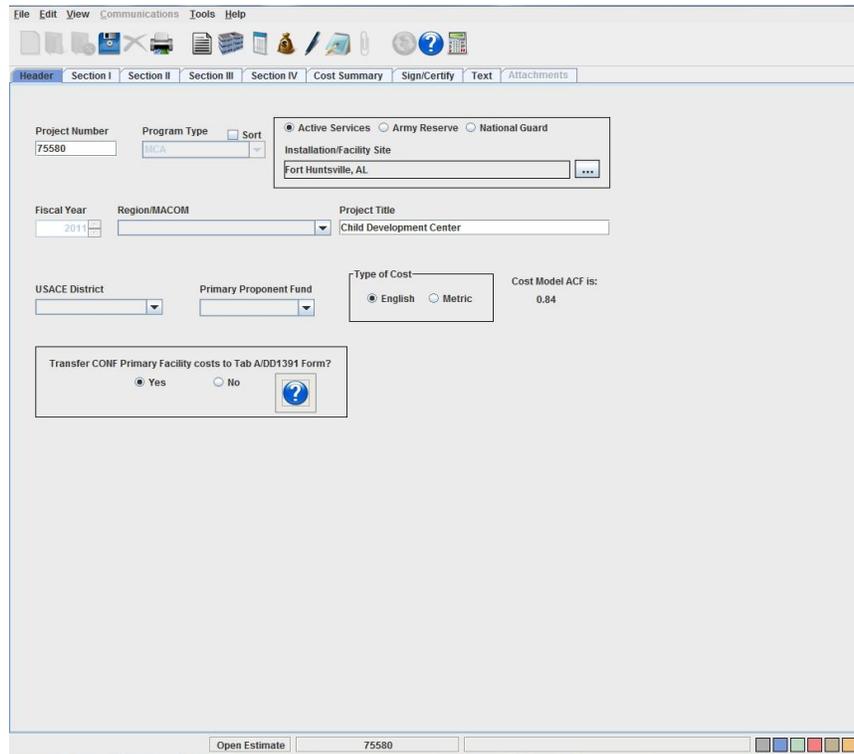
FURNISHINGS AND EQUIPMENT										
	DESCRIPTION	TOTAL COST (\$000)	PROC APPR FY	PROC APPR	EST DELIV DATE (mm/yyyy)	PROC STATUS	EST INSTL COST (\$000)	INSTL FY	INSTL APPR	
	1 Primary Worship related	43	2010	OMA						Footnote
	2 Primary Admin/Edu	595	2010	OMA						Footnote
	3 Supporting Furnishing	48	2010	OMA						Footnote
▶	4 Supporting Equipment	48	2010	OPA						Footnote
	5									Footnote
*										
<b>Source of equipment pricing data is the Center of Standardization for this facility type.</b>										

Items created via DD1391 Quickstart and their associated notes are identified by yellow highlighting. These notes are printed following the footnote (if any) for each line. (Click anywhere on a line to display the note. The selected line is indicated by a right arrow next to the line number: ▶ 4.) Additional line items may be entered manually and will not be highlighted.

## Tab F – Information Systems

**Tab F – Information Systems** allows you to access the **Information Systems Cost Estimator (ISCE)** software to enter/edit information systems cost estimation data. Click **Tab F**.

If the DD1391 Form has no Information Systems data entered in **Tab F**, the system opens to a blank screen in ISCE. Default fields are populated and the ISCE Tabs are active for the entry of new data or the editing of existing data.



The screenshot displays the ISCE software interface. At the top is a menu bar with 'File', 'Edit', 'View', 'Communications', 'Tools', and 'Help'. Below the menu bar is a tabbed interface with tabs for 'Header', 'Section I', 'Section II', 'Section III', 'Section IV', 'Cost Summary', 'Sign/Certify', 'Text', and 'Attachments'. The 'Header' tab is active, showing a form with the following fields and options:

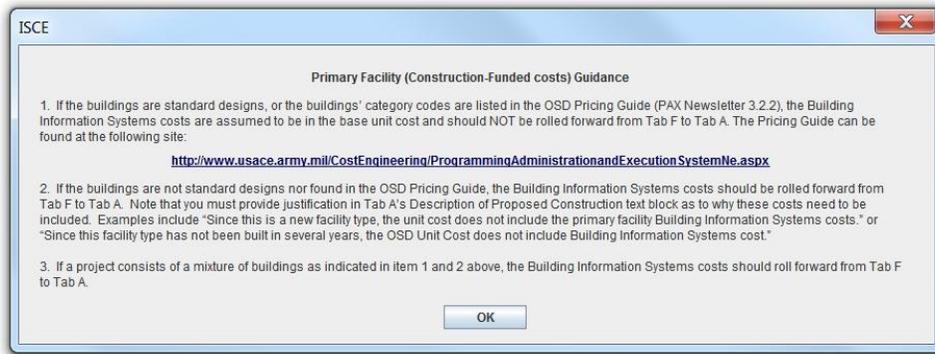
- Project Number:** 75580
- Program Type:** MICA
- Sort:** (dropdown menu)
- Active Services:**  Active Services,  Army Reserve,  National Guard
- Installation/Facility Site:** Fort Huntsville, AL
- Fiscal Year:** 2011
- Region/MACOM:** (dropdown menu)
- Project Title:** Child Development Center
- USACE District:** (dropdown menu)
- Primary Proponent Fund:** (dropdown menu)
- Type of Cost:**  English,  Metric
- Cost Model ACF is:** 0.84
- Transfer CONF Primary Facility costs to Tab A/DD1391 Form?:**  Yes,  No

At the bottom of the window, there is a status bar with an 'Open Estimate' button, the project number '75580', and a color-coded progress indicator.

An information systems cost estimate contains the following information:

**Header** - The **Header** screen contains fields for the entry of **Project Number**, **Program Type**, **Active Services**, **Army Reserve**, or **National Guard**, **Installation/Facility Site**, **Fiscal Year**, **Region/MACOM**, **Project Title**, **USACE District**, **Primary Proponent Fund Type**, **Type of Cost**, and a **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt. The **Header** screen also contains a display of the **Area Cost Factor (ACF)** used in the Cost Model line items. Data must be entered and saved to the Header screen before an estimate can exist in the database. The Form Number and Project Title are the means by which estimates are recognized and/or edited.

The **Tip**  icon from the **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt displays **Primary Facility (Construction-funded costs) Guidance**.



**Sections I-IV** allow the entry of line items containing an Item Number (line number), Description, Unit of Measure, Quantity, Unit Price, Total Cost, and Fund Type or Fund Source (CONF, ISC, or PROP). If the Program Type on the Header Screen is MED or SOP, there will be no line items with ISC as the Fund Type (FT). The calculated 5% Contingency Factor for ISC and PROP costs and the Section Total are displayed at the bottom of the screen.

Cost data may be entered manually or via the Cost Model. You are encouraged to use the Cost Model. Each of the four line item sections, Sections I-IV, should contain line item data grouped specifically for that section. The following information provides detailed instruction regarding where specific line items should be placed.

**Section I-Primary Facility, Inside the 5-Foot Line-Installed Equipment** should include: cable/wiring closets, cable trays, duct, duct liners, conduits, cables, cabinets, PC outlets, TV outlets, and phone outlets.

**Section II-Primary Facility, Inside the 5-Foot Line-Equipment in Place** should include: telephones and switches, modems, filter cabinets, and TV systems.

**Section III-Supporting Facilities, Outside the 5-Foot Line-Installed Equipment** should include: ducts, trenches, manholes, poles, guys, etc. Outside plant projects may require accessory equipment and work to install manholes, ducts, poles, trenching, and back filling.

**Section IV-Supporting Facilities, Outside the 5-Foot Line-Equipment in Place** should include cables and accessories. Cable plant costs should be computed with formulas, which include splices, ducts, poles, supporting messenger strands, etc. Labor, trenching, and back filling may need to be computed separately. The cable plant may consist of twisted pairs, coaxial, and fiber optic cables. The cables could be installed overhead, buried, or in ducts. The following are examples of Section IV IS equipment: digital switch line cards, digital switch trunk cards, digital switch DS-1 cards, fiber optic interconnect, LAN interconnect, MDF protector blocks, and digital patch panels.

**COST SUMMARY** - The **Cost Summary** screen displays a table, which indicates the total, costs by fund source or fund type (CONF, ISC, or PROP) for Primary Facility and Supporting Facilities, the total cost of the estimate, and the list of factors applied to the costs. The **Graph** feature is accessible from the Cost Summary screen.

**Note:** Information Systems support costs entered via Tab F as Installed Equipment and Equipment-in-Place (Primary - CONF fields only) fill the DD1391 Form Building Information Systems Primary Facility cost in **Tab A** when the **Transfer CONF Primary Facility costs to Tab A/DD1391 Form?** prompt is set to **Yes**.

Information Systems support costs entered via Tab F as Installed Equipment and Equipment-in-Place (Supporting - CONF fields only) fill the DD1391 Form Information Systems Supporting cost in Tab A.

Information Systems support Primary and Supporting costs (ISC & PROP funded fields only) in Tab F are rounded to the nearest thousand and transferred to Furnishings and Equipment Information Systems support costs in Tab E as line items **Info Sys - ISC** and **Info Sys - PROP** respectively. The system transfers only four columns of data: **Description**, **Total Cost**, **Procurement Appropriation Fiscal Year**, and **Procurement Appropriation**. The default descriptions are **Info Sys - ISC** and **Info Sys - Prop**.

**NEC/DCSIM SIGNATURE BLOCK** - This screen contains fields for the entry of the NEC/DCSIM officer's Name, Title, Organization, Date Prepared, and the Signed status. This screen also provides fields for the entry of Preparer's Name, Email Address, and Phone Number.

**CERTIFICATION DATA** - This screen contains a choice of two certification options that allow USAISEC to indicate the adequacy of the Information Systems Cost Estimate for the project and a **Text** button for inclusion of comments about the certification.

This screen also has fields for the Name, Title, and Organization of the Certifying Official and the Date of Certification.

**TEXT** - The estimate contains three text blocks: **Primary Notes**, **Supporting Notes**, and **Remarks**. Each text block contains a standard text paragraph to facilitate ease in your entry of appropriate text. The text can be modified to fit your estimate or completely replaced. Spell, Clear, Restore Default Text, Import, and Export features are available.

**ATTACHMENTS** – ISCE allows the entry of additional support documentation via the **Attachments** tab. This feature supports the following file types: GIF, JPG, PDF, DOC, XLS, PPT, DWG, BMP, HLN, and Zip. You may attach four files, not to exceed 10 MB for all attachments. Only the Network Enterprise Center (NEC) and Information Systems Engineering Command (ISEC) Reviewer may upload attachments to the DD1391 Module.

After you access Tab F, enter/edit data, select **File/Exit**, and choose to upload your changes to the form. The Information Systems Cost Estimate is also stored in the ISCE program on your PC.

You are encouraged to access **ISCE** from your desktop, complete your cost estimate, and then upload the data to Tab F of the appropriate DD1391 Form.

For assistance with ISCE, please refer to the **Help** feature within the ISCE program.

## Tab G – AT Protection

**Tab G – Antiterrorism (AT) Protection Data with Signatures** allows the entry of information regarding the coordination of antiterrorism protection measures. **PARAMETERS FOR MINIMUM AT STANDARDS FOR BUILDINGS** should be completed to identify each Building Type in this project, i.e., Barracks, Dental Clinic, etc.

**REVISE ANITERRORISM PROTECTION DATA WITH SIGNATURES**

**PARAMETERS FOR MINIMUM AT STANDARDS FOR BUILDINGS**  
 [Note: Please identify building category for each building type in this project. If rating unknown, select Primary Gathering. Also, if a building has different uses, then list separately.]

BUILDING TYPE	BUILDING CATEGORY	*MEETS		
		CONTROLLED PERIMETER?	CONVENTIONAL CONSTRUCTION STANDOFF?	BUILDING THREE STORIES OR MORE?
<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Delete Checked Rows      \*Does structure meet the conventional construction standoff distances in UFC 4-020-01, Table B-1?

**SELECT ONE OF THE FOLLOWING STANDARD PARAGRAPHS:**

Read the standard text and click in one of the radio buttons for the statement which best matches your situation. Following the statements, select **YES** if a Risk Analysis and a Threat Analysis have been performed. If **YES**, enter the dates of the analyses.

File Edit Actions Tools Help

A DD1391 Form H Disp/Demo Data I RPMA Data J Regulatory Data Congressional Add Data Sheet Attachments  
B Planning & Design C Misc Support Data D Economic Analysis E Furnishings & Eq F Information Sys G AT Protection

REVISE ANTITERRORISM PROTECTION DATA WITH SIGNATURES

SELECT ONE OF THE FOLLOWING STANDARD PARAGRAPHS:

(Note: Antiterrorism (AT) protection measures do not include the traditional physical security program issues. Physical security costs should be included in the Site Preparation block of the cost estimate. This allows AT costs to be tracked separately.)

- This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA PAM 190-51 and Unified Facilities Criteria (UFC) 4-020-01, respectively. Only protective measures required by regulation and the minimum standards as required by UFC 4-010-01 "Department of Defense Minimum Antiterrorism Standards for Buildings" are needed. These requirements are included in the description of construction and cost estimate.
- This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA PAM 190-51 and Unified Facilities Criteria (UFC) 4-020-01, respectively. Protective measures required by regulation and additional protective measures, above the minimum required by UFC 4-010-01 "Department of Defense Minimum Antiterrorism Standards for Buildings," are needed to mitigate the threat. These requirements are included in the description of construction and cost estimate.
- This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA PAM 190-51 and Unified Facilities Criteria (UFC) 4-020-01, respectively. Only protective measures required by regulation apply. UFC 4-010-01 "Department of Defense Minimum Antiterrorism Standards for Buildings" does not apply to this project.

RISK ANALYSIS?  Yes  No Date of Analysis  (mm/dd/yyyy)

THREAT ANALYSIS?  Yes  No Date of Analysis  (mm/dd/yyyy)

A freeform text block is provided for **Summary of Risk and Threat Analyses and Description of Any Protective Measures That Are Required**. Data fields are provided for the entry of signature data for the **Provost Marshal, Director of Public Works, and the Force Protection Officer**. These signature fields are not available for data entry until a standard statement has been selected. If the first or second standard statement is selected, the option of providing an advanced automatic permit of the form to the Omaha District Corps of Engineers (Center of Expertise for Protective Design, Antiterrorism Protection Measures) and the Huntsville Center (Center of Expertise for Electronic Security) is given. Regardless of the action taken, these Centers are automatically permitted access upon submittal of the form.

**Note:** For projects with a program type of BMDO, NMD, or TMD, Tab G contains a grid for entering an Antiterrorism Protection Cost Estimate. The total cost generated here is transferred to Tab A.

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ANTITERRORISM PROTECTION MEASURES COST ESTIMATE							
INTERNAL REQUIREMENTS (\$000)				EXTERNAL REQUIREMENTS (\$000)			
	QUANTITY	UNIT COST	COST (\$000)		QUANTITY	UNIT COST	COST (\$000)
Tempest/Red-Black Rqt				Fencing			
IDS				Clear Zone Rqt			
Entry Control Points				Lighting System			
Access Control Sys				Gates/Barriers			
Vaults/Special Doors				Gate Houses			
Secure Conduit Rqt				IDS			
Armory/Weapons Stg				Perimeter Sec Rd			
				Secure Vehicle Stg			
Internal Requirements Subtotal:				External Requirements Subtotal:			
ANTITERRORISM PROTECTION MEASURES COST ESTIMATE TOTAL (\$000) =							

Use the Tab key to move forward from field to field or use Shift-Tab to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data. The text blocks provide a text editor for entry of text.

**Note:** The Office of the Secretary of Defense (OSD) requires that cost items associated with antiterrorism protection measures be identified on all DD Forms 1391 for MILCON. One of the standard statements in Tab G must be selected. If the first or second statement is chosen, a brief explanation of any additional improvements should be included. These statements refer to AT measures other than those required by regulation or those which are included in a Corps of Engineers standardized design for the type of facility being programmed. The statements refer to the security improvements which have a significant impact on the project which address specific vulnerabilities that were established based on a threat analysis. These requirements are designed to ensure coordination is taking place between the appropriate agencies.

## Tab H – Disp/Demo (Disposal/Demolition) Data

**Tab H – Disp/Demo (Disposal/Demolition) Data** supports accounting for all buildings/facilities designated for disposal or demolition. **Disposal/Demolition Facility List** is tabular data in grid format that supports the entry of: **INSTALLATION** name, **FAC NO.** (Facility Number), **Design Use Catcode**, **TC** (type of construction), **QTY** (quantity), **UM** (unit of measure), **DSP** (disposition action code), **Facility in footprint of new project?**, **DISP FY** (disposal fiscal year), and **Footnotes**. Assistance is available for entry of Installation name. The only Disposition action code currently accepted by the system is **D**. Forms created prior to May 2005 may display **R** (Retain) as a **DSP** code. Once you open Tab H, you can delete or edit the line item(s) for retained buildings by changing the R to D or when you save your Tab H data, the system automatically deletes the retained building line item(s). You may enter 400 lines and each line may have a footnote.

Form Number: 34884      Program Type: MCA      Print      Help      Close

**REVISE DISPOSAL/DEMOLITION SUPPORT DATA**

Apply to Multiple Buildings

DISPOSAL/DEMOLITION FACILITY LIST										
	INSTALLATION	FAC NO.	Design Use Catcode	T	QTY	UM	DSP Code	Facility in FP of new project?	DISP FY	Footnotes
▶	1 Anniston Army Depot	555	21712	S	10,000	SF	D			Footnote
	2 Redstone Arsenal	123	51010	P	25,000	SF	D	Y	2010	Footnote
*										

TOTAL NUMBER OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 2  
 TOTAL AREA OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 35,000 SF

Is Demo Credit Needed?    Yes    No      Amount of SF needed  

DISPOSAL/DEMOLITION DATA

Use the Tab key to move forward from field to field or use Shift-Tab to move backward from field to field. To enter data in the available fields, click in the desired field or Tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. To delete a line, highlight the line and tap the delete key. To move a line, highlight the line, hold the shift key down and use the up and down

arrow keys to position the line to the desired location. Select **Footnote** if some explanation for the entry is needed. The system places you in a text editor for the entry of text. Use the backspace key to erase unwanted data. All text blocks provide a text editor for entry of text.

**Data Entry Notes:**

Assistance buttons are available to facilitate the entry of the names of Installations and valid category codes.

All columns of data must be filled for each line.

**Type of Construction** choices are: **P** (Permanent), **S** (Semi-Permanent), **T** (Temporary).

**Disposition Code** for all forms is **D** for Demolish.

If line items are similar, use the **Apply to Multiple Buildings** button to facilitate the entry of the data. To use this function, enter the line item, highlight the line, and click the Apply to **Multiple Buildings** button. Enter the building number to appear on each line item. Touch the **Enter** key after each number.

After data has been entered in the **Disposal/Demolition Facility List** grid area, the system displays a chart which summarizes the totals; that is, **TOTAL NUMBER OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project)** and **TOTAL AREA OF BUILDINGS FOR DISPOSAL/DEMO**.

Use the appropriate check box to indicate whether or not **Demo Credit** is needed. If **Yes**, please indicate the amount.

This section contains a **DISPOSAL/DEMOLITION DATA** text block that should be used to provide an explanation of the data presented in this tab. Follow the procedure for entry of text.

**Note for Disposition/Demolition Description** - The number of buildings to be demolished, along with the total SF/m<sup>2</sup>, transfers from **Tab H** to **Tab A – Description of Proposed Construction Standard Statement**. Once modifications are made and saved in **Tab H**, the demolition results automatically transfer to **Tab A**. When you print **Tab A**, the appended standard statement to Description of Proposed Construction also reflects the Installation/Location where the demolition is to occur.

## Tab I – RPMA Data

**Tab I – RPMA (Real Property Maintenance Activity) Support Data** allows you to evaluate the projected costs for operating and maintaining the facility.

Enter information that explains the changes in the physical inventory as a result of the project.

The screenshot displays the software interface for the DD Form 1391 Processor System. At the top, there is a menu bar with 'File', 'Edit', 'Actions', 'Tools', and 'Help'. Below the menu bar is a toolbar containing various icons for file operations and editing. A tabbed interface is visible, with the 'I RPMA Data' tab selected. Other tabs include 'A DD1391 Form', 'H Disp/Demo Data', 'J Regulatory Data', 'Congressional Add Data Sheet', 'Attachments', 'B Planning & Design', 'C Misc Support Data', 'D Economic Analysis', 'E Furnishings & Eq', 'F Information Sys', and 'G AT Protection'. The main window title is 'REVISE REAL PROPERTY MAINTENANCE ACTIVITY SUPPORT DATA'. The primary content area is titled 'RPMA Discussion' and contains a large, empty text entry field with a vertical scrollbar on the right side.

A text block, **RPMA Discussion**, is provided for you to enter the required information. The system accesses a text editor for entering text. Follow the procedure for entry of text.

## Tab J – Regulatory Data

**Tab J – Regulatory Data** allows the entry of Regulatory Support Data related to **Environmental Analysis, NEPA (National Environmental Policy Act) Documentation Status, Protection of Historic Properties, Flood Hazards and Wetlands, Accessibility Standards, Commercial Activities, and Energy and Utility Requirements.**

Use the Tab key to move forward from field to field or use Shift-Tab to move backward from field to field. To enter data, click in the desired field or tab to the field and type the needed data. Entries can be modified by clicking in the field and using the right and left arrows to move from character to character. Use the backspace key to erase unwanted data. The text blocks provide a text editor for entry of text. After entering data in a text block, please click somewhere else on the screen before trying to save the text or use the **Close Current Screen** icon.

The **Environmental Analysis (EA)** link provides two freeform text blocks labeled **Environmental Documentation** and **Summary of Environmental Consequences**. The link contains standard statement selections related to the **Record of Environmental Consideration (REC)** and environmental impact. It also provides fields for the entry of signature data for the **Environmental Officer** and the **Director of Public Works**. If signature data is entered and **Yes** is selected for either of the **Signed** fields, the **Date Signed** defaults to the current date, but can be edited. Date entered must be in the **mm/dd/yyyy** format.

The **NEPA Documentation Status** link provides fields for **Documentation Type** and **Performed By**. For **Documentation Type**, select **REC** (Record of Environmental Considerations), **EA** (Environmental Assessment), or **EIS** (Environmental Impact Statement). The **Performed By** default for **REC** is **In-house**. For **EA** and **EIS**, the default is **Contract**. Fields are also provided for entering related data to include **Cost to Prepare Documentation** and **Timelines**. For the following items, radio buttons are used to indicate whether they apply to the project: **NHPA** (National Historic Preservation Act) **Section 106 Consultation**, **NHPA Agreement Document**, **ESA** (Environmental Site Assessment) **Section 7 Consultation**, **Wetlands Permitting**, and **UXO** (Unexploded Ordnance). Choices for each option are **Yes/No/TBD**. (**Note**: If **Yes** is selected, fields to enter **Scheduled** and **Actual Start** and **Comp** dates become accessible. Enter the appropriate dates in the **mm/dd/yyyy** format. If **TBD** is selected, the items may be required and will need to be assessed if the project is submitted to Headquarters. The installation will not need to add a date until the project is funded.) Also provided are the **Earliest Contract Award Date**, **Various Dates last modified on**, fields to enter information for the **Point-of-Contact** and a **Remarks/Explanation** block. The **Earliest Contract Award Date** and the **Various Dates last modified on** fields are generated and controlled by the system. The **Earliest Contract Award Date** is based upon the last revision date plus one day.

The **Protection of Historic Properties** link provides standard statements to facilitate documenting the description of the site's historic properties. There are also five text blocks: **Detailed Statement of Review Findings**, **State Historic Preservation Officer (SHPO) Statement of Concurrence**, **State Historic Preservation Officer (SHPO) Statement of Non-**

**Concurrence, Request to Advisory Council on Historic Preservation (ACHP), and Memorandum of Agreement.** The standard statement selected determines the blocks available.

The **Flood Hazards and Wetlands** link provides a freeform text block labeled **Evaluation of Flood Hazards**. There are also standard statements available to facilitate documenting the description of the site in regard to floods and wetlands.

The **Accessibility Standards** link provides standard statements to facilitate the documenting of provisions made for individuals with disabilities. There are also two freeform text blocks labeled **Hazards to Individuals with Disabilities** and **Accessibility Standards**.

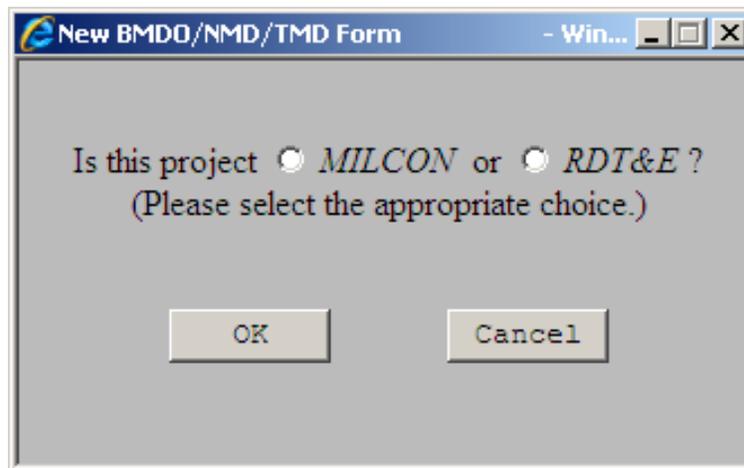
The **Commercial Activities** link provides two freeform text blocks labeled **Commercial Activities Analysis Conclusions** and **Executive Summary of the Commercial Activities Analysis**.

The **Energy & Utility Requirements** link provides three freeform text blocks: **Summary of Energy Requirements**, **Summary of Utility Support**, and **User Discretionary Block**.

## Tab K – BMDO/NMD/TMD Data or Tab K – NAF/AAFES

**Tab K – BMDO/NMD/TMD Data** or **Tab K – NAF/AAFES** is only available for certain Program Types; i.e., BMDO, NMD, TMD, NAF, and AAFES. If you choose to create a DD1391 Form and you select **BMDO** (Ballistic Missile Defense Organization), **NMD** (National Missile Defense), or **TMD** (Theater Missile Defense) as the Program Type, Tab K is labeled **K – BMDO/NMD/TMD**. If you choose to create a form and you select **NAF** (Nonappropriated Funds) or **AAFES** (Army and Air Force Exchange Service) as the Program Type, Tab K is labeled **K – NAF/AAFES**.

If the Program Type is BMDO, NMD, or TMD, the system prompts you to select MILCON or RDT&E.



If the Program Type is BMDO, NMD, or TMD, the system makes **Tab K – BMDO/NMD/TMD Data** available for entering and editing Program Management Data to include data about the BMDO-PI and the Executing Agent-PM, Phase Supported, Design Cost Estimate, Completion and Preparation dates; and Program Manager Certification.

If the Program Type is NAF or AAFES, the system makes **Tab K – NAF/AAFES** available for entering and editing Department of Defense Commissary Surcharge and Nonappropriated Fund Construction Project Certification data to include **MWR, Exchange or Commissary Headquarters Director Signature**, and **Installation/Regional Commander Signature** data.

**Note:** If the **Yes** radio button is selected, indicating the Commander has signed, a pop-up box instructs the user to include an attached scan of the actual signature.



## **Congressional Add Data Sheet Tab**

Once the CA1391 Form is prepared, HQ may modify the CA1391 Form's Tabs A, B, E, and H, plus the corresponding Congressional Add Data Sheet. The Congressional Add Data Sheet is shared between the CA1391 Form and the DD1391 Form. Due to this, when a DD1391 Form is opened, users with authority to the MCA, BCA, or AFH form also have access to the new Cong Add Data Sheet Tab. From within the DD1391 Module, the Installation, Region, MSC, MACOM, or HQ personnel may change the Data Sheet, but it can only be printed via the CA1391 Module.

### **CA1391 Module Guidance**

The CA1391 Module is available for higher HQ personnel only. Users such as MACOMs, MSCs, and Installations do not have access to it. The following functionality is available within the CA1391 Module:

- a) HQ may prepare a CA1391 Form. During the prepare process, the system brings in the data from Tabs A, E, and F of the corresponding DD1391 Form and populates the CA1391 Form.
- b) Once the CA1391 Form is prepared, HQ may modify Tabs A, E, and F of the CA1391 Form, plus the corresponding Congressional Add Data Sheet. From within Tab A, if the project cost needs to be worked on, click the **Develop Cost Data** button from the **Develop Cost Estimate** area.
- c) After making a change, please tab to another field or click your mouse in a different field. The system recognizes data has been entered or modified in a field when you go to another field.
- d) **IMPORTANT:** The Congressional Add Data Sheet is shared between the CA1391 Form and the DD1391 Form. Due to this, when a DD1391 Form is opened, users with authority to the MCA or AFH form also have access to the Cong Add Data Sheet Tab. From within the DD1391 Module, the Installation, MSC, MACOM, or HQ personnel may change the Data Sheet. From within the CA1391 Module, only HQ personnel may change the Data Sheet.
- e) From within the CA1391 Module, HQ may print CA1391 Forms. On the selection list, HQ has a choice of printing Standard or Reviewers print, printing in English or Metric Measurements, and with or without the word DRAFT printed on the forms. If HQ chooses to print DRAFT, then the Installation Engineer/Phone Number does not print with the form.
- f) HQ will notice that when the form prints, Block 8 does not display Project Cost and the Commander's Signature and construction dates do not print.
- g) The Congressional View Report, via the **Print Function**, allows HQ to develop a PDF file containing forms to include in the Congressional View Program. This program is utilized by Congressional staffers.

h) From the **Form Control** Icon, HQ users will have various functions available to them (Rank, Delete, Freeze/Unfreeze, and Approve/Copy). The Approve/Copy should be issued when a project is determined to be a true Congressional Add. This command copies the data in the CA1391 Form and replaces the same data in the corresponding DD1391 Form. This occurs even if the DD1391 Form is frozen. If the DD1391 Form is not currently frozen, the system freezes the DD1391 Form after the “overlay” occurs.

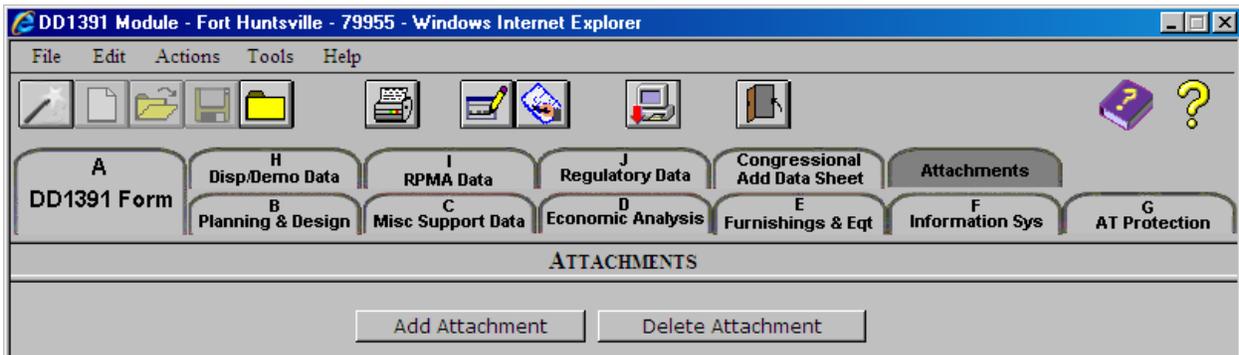
i) Once the Approve/Copy has been issued, HQ may then access the DD1391 Module to run the form(s) through the MCA or AFH Congressional Budget Book print format. As a reminder, the Congressional Budget Book Prints interface with CAPCES; due to this, CAPCES may also need to be changed to reflect any modifications made to the project in the CA1391 Module.

j) HQ should note that from within the **Tools** Menu, you may access one of the other Modules or change your Activity selection for the CA1391 Module. Also, the Download PC-Programs icon is available if the ECONPACK, ISCE, or PC-Cost programs need to be downloaded to your PC.

## Attachments Tab

Attachments may now be entered as supporting documentation for the DD1391 Form. Attachments may be entered on forms to which you have W, R, S, U, Q, or V authority. This feature supports the attachment of GIF, JPG, PDF, DOC, DOCX, XLS, XLSX, PPT, and PPTX files. File size is limited to 1 MB per attachment and a maximum of 12 attachments may be entered for each form. The attachments may be deleted only by the activity that initially loaded the file. The attachments can be viewed or printed by any user with access to the form.

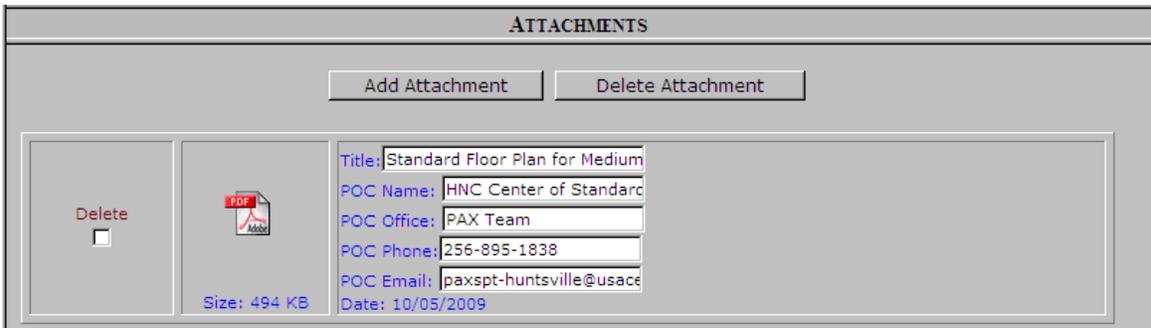
Click the **Attachment** Tab.



Select to **Add Attachment** or **Delete Attachment**.

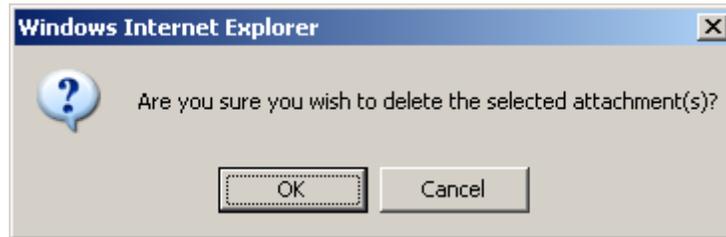
A screenshot of a dialog box titled "ADD ATTACHMENTS - Windows Internet Explorer". The dialog box contains several input fields: "Title to Display" (empty), "Directory Path/Filename" (with a "Browse..." button) and a note "[GIF, JPG, PDF, DOC, DOCX, XLS, XLSX, PPT and PPTX files only]", "File size limitation: 1 MB per attachment", "POC Name", "POC Office", "POC Phone", and "POC Email" (all empty). At the bottom are "OK" and "Cancel" buttons. A copyright notice is displayed at the bottom of the dialog box: "Most written materials, including pictorial, graphic and digital images, are copyrighted and protected by Federal law, regardless of whether a copyright notice is displayed. Therefore, copyrighted works are not to be copied, distributed, or performed without permission of the author except as provided in Army Regulation 27-60, Chapter 4. Contact your Office of Counsel for appropriate legal advice." The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

Complete the data fields on the Add Attachments dialog box and click **OK**.



The system displays information about the attachment. Click the thumbnail to view the imported data.

To delete an attachment, click in the **Delete** check box to the left of the attachment to be deleted and click the **Delete Attachment** button.



Click the **OK** button to verify the deletion. The Attachment is deleted.

## Form Control

**Form Control** has three menu options: **Form Routing**, **Form Management**, and **Cost Update**.

### Form Routing

**Form Routing** allows forms to be monitored and/or reviewed, and the authority over forms to be shared and/or manipulated. Functions include: **Submit**, **Permit**, **Cancel a Permit**, **Transfer**, **Return for Correction (RFC)**, **Return to Sender (RTS)**, **Return with Prejudice (RWP)**, and **Process Manager's Update Access**.

The screenshot shows a dialog box with the following elements:

- Submit** Password:  (Specify *only* if non-standard destination:  )
- Permit**    Read  Write
- Cancel a Permit**
- Transfer**
- Return for Correction (RFC)*
- Return to Sender*
- Return with Prejudice*
- Process Manager's Update Access*

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**Form Selection Criteria:**

- Form Number(s)

(Enter one or more form numbers for processing. Multiple form numbers should be followed by a carriage return.)

### Submit

Submit allows Regions, Installations, MACOMs, and MSCs to transfer the authority to modify or change the form to a higher authority or to the Activity which normally approves the form in the review process. To submit a DD1391 Form, the Region or MACOM/MSC must have S authority; the Installation must have W or Q authority to submit. The receiving Activity is assigned S authority and the submitting Activity is assigned R authority. When the Installation submits a form, the system also automatically assigns P (Permit) authority over the form to the appropriate Future Occupant. To Submit the form(s), click in the **Submit** radio button. Type in your **Submit Password**. Accept the default destination or click on the assistance to get help in selecting the submittal destination. From the Form Selection Criteria panel, enter the Form

Number(s) to be processed. After execution, the system informs you of the forms processed and specifies where they were submitted.

## **Permit**

**Permit** gives the specified Activity Permit with Read-Only (**P**) authority or Permit with Write (**U**) authority over the designated form(s). Activities with (**W**), (**Q**), or (**S**) authority can Permit with Read or Write access. To permit authority over a form to an activity, click in the **Permit** radio button. Use the assistance button to obtain help with valid **Activity names**. Click the appropriate radio button to give the Activity **Read** or **Write** access. From the Form Selection Criteria panel, enter the **Form Number(s)** to be processed. After processing, the system notifies you as to which forms were permitted and to which activity.

**Note:** A form entered in an Activity directory as the result of the **Permit** function can be removed by the **Cancel a Permit** function.

## **Cancel a Permit**

**Cancel a Permit** revokes an Activity's authority over a form to which the access was granted as a result of the **Permit** or **Transfer** functions. The activity issuing the permit or the receiving activity may cancel the permit. Once the Cancel a Permit function has been executed, the system removes the specified form from the designated activity directory; that is, the activity in question no longer has access to the form.

To Cancel a Permit, click in the **Cancel a Permit** radio button. Enter the appropriate Form Numbers. If you issued the Permit, you must specify the name of the Activity from which the access is being revoked. If you are the recipient of the Permit, it is not necessary for you to enter an Activity, only the Form Number.

The system informs you the specified form(s) have been removed from the Activity's directory.

## **Transfer**

**Transfer** allows you to give Write (**Q**) authority over the form to the Installation for which the form is prepared. In your directory, you retain Permit (**P**) authority. The system automatically takes a snapshot of the transferred form. To Transfer authority, click in the **Transfer** radio button. Use the **assistance button** for help in entering the name of the **Activity** to which the authority is being transferred. From the Form Selection Criteria panel, enter the **Form Number(s)** to be processed. The system notifies you of the processing action by listing the Form Numbers transferred and specifying to which activity the authority was transferred.

## **Return for Correction**

**Return for Correction (RFC)** allows you to return the authority to modify a form to the Activity that submitted it. Only Process Managers, Regions, or MACOMs/MSCs with **S**

authority may execute this function. When a form is returned for correction, the Activity executing the function is assigned **V** authority. The Installation receives **W** authority and the Region or MACOM/MSC receives **S** authority. To RFC a form, click in the **Return for Correction** radio button. Forms can be returned for correction by **Form Number** or **Rank**. To RFC by Form Number, from the Form Selection Criteria panel, click the **Form Number** radio button and list the **Form Number(s)** to be processed. To RFC by Rank, from the **Form Selection Criteria** panel, click the **Rank** radio button and select the appropriate **Rank Level** and then enter the **Rank Code**. The system processes the forms and informs you of the action taken, including a listing of which forms were returned to which Activity.

### **Return to Sender**

**Return to Sender (RTS)** allows you to return Write authority over a form to the Activity which submitted the form. *This process allows an error in submittal path to be corrected.* To RTS a form, the user must have **S** authority to initiate the process. The RTS removes or cancels all authority access to the form and returns **W** or **S** authority to the originator. To RTS the authority over a form, click the **Return to Sender** radio button. From the Form Selection Criteria panel, enter the **Form Number(s)** to be processed. After processing, the system displays a report that delineates the form authority and the Activity involved.

### **Return with Prejudice**

**Return with Prejudice (RWP)** allows the Process Manager, Region, MACOM, and MSC to identify a form as an unsuccessful project and return the authority to modify it to the submitting MACOM, MSC, or Installation. The form must be removed from the active system. It can never be resubmitted or updated. The RWP function initiated by the Process Manager returns the unsuccessful form to the MACOM/Region. The MACOM/Region is given **Y** authority over the form which indicates that the MACOM must also issue the RWP command for the specified form. The Process Manager's authority is changed from **S** to **Y**. When the MACOM/Region issues the RWP command, the Installation, who must now delete the form, is assigned **Z** authority. The deleted form is removed from the active system and is archived as an unsuccessful project. To RWP form authority, click in the **Return with Prejudice** radio button. From the **Form Selection Criteria** panel, click the **Form Number** radio button and list the **Form Number(s)** to be processed or click the **Rank** radio button, select the **Rank Level**, and enter the **Rank Code** of the form(s) to be processed. After processing, the system informs you of the action taken.

### **Process Manager's Update Access**

**Process Manager's Update Access** option allows Process Managers to issue a Permit with Write access to themselves without having access to the form. Process Managers can execute this function for only the Program Type(s) for which they are responsible.

## Form Management

**Form Management** allows the manipulating of DD1391 Forms using: **Rank**, **Archive**, **Enact**, **Purge**, **Delete**, **Check for Freeze**, **Freeze**, and **Unfreeze**. Access varies according to user class.

The screenshot displays a software interface for form management. At the top, there are two columns of radio buttons for actions: Rank (with an adjacent text box), Check for Freeze, Archive (with a Reason text box), Freeze, Delete, Purge, Enact (with a dropdown menu), and Unfreeze. Below these is a section titled "Form Selection Criteria:" containing three radio buttons: Form Number(s) (with a text box and a note: "(Enter one or more form numbers for processing. Multiple form numbers should be followed by a carriage return.)"), Rank (with a dropdown menu currently set to "Process Manager" and a Rank Code text box), and Fiscal Year (with a text box). To the right of the selection criteria are three buttons: OK, Cancel, and Reset.

### Rank

**Rank** allows you to assign a specified Rank Code to DD1391 Forms/projects. This function supports the grouping of all projects before submittal from one activity in the reviewing structure to the next. The Process Manager, Region, MSC, MACOM, and the Installation can execute the Rank function. To Rank a form, click in the **Rank** radio button. Type in the desired **Rank Code** (Character limitation for Process Manager is six; all other levels, limitation is four characters.) The Rank Level is determined by the Activity assigning the code. From the **Form Selection Criteria** panel, click the **Form Number** radio button and list the **Form Number(s)** to be processed, or click the Rank radio button. Select the Rank Level and enter the Rank Code or click the Fiscal Year radio button and enter the FY.

After the processing, the system informs you of the action performed. A form may have five rank levels: Process Manager (P), Region (R), Major Command (M), Major Subordinate Command (MSC), and Installation (I). A rank code of **Drop** is required to delete a DD1391 Form once the authority to modify it has been submitted to the next level. When the form has

been ranked **Drop** by all Activities with **S**, **V**, **W**, or **R** authority, the system removes the form from the active database.

### **Check for Freeze**

**Check for Freeze** displays a list of the sections currently frozen and the Activity level that issued the Freeze. Directory listings also show various Freeze codes to assist you in determining which Activity issued the Freeze.

To Check for Freeze, click in the **Check for Freeze** radio button. From the **Form Selection Criteria** panel, click the **Form Number** radio button and list the **Form Number(s)** to be processed.

The system processes your request and then displays a listing that shows the Form Number(s), the kind of data frozen, and the Activity level(s) responsible for the Freeze.

### **Archive**

Archive removes the specified form, along with its economic analysis, comments, snapshots, change history, and approved ENG3086 Form, from the active system and stores the data for future references. This function is only available to Process Managers. Forms/projects can be archived by Form Number or rank (if the rank code were assigned using the Rank function). To Archive a form, click in the Archive radio button. Enter a brief Reason for the archive action, not to exceed sixty (60) characters. In the Form Selection Criteria panel, enter the Form Number(s); or click the Rank radio button and select the Rank Level and enter the Rank Code; or enter the Fiscal Year of the projects to be archived.

The System executes the Archive and informs you of the processing action.

### **Enact**

Enact allows the Process Manager to archive forms that have been authorized by Public Law. The Enact execution may be Total or Partial. A Total Enact occurs when the project has been authorized and appropriated, and the total request matches the dollar amount appropriated and/or authorized. A Partial Enact occurs when a project is multiple year appropriated and the project has been authorized, but not fully appropriated. Click in the **Enact** radio button. From the drop down list, select **Total** or **Partial**. From the Form Selection Criteria Panel, enter the **Form Number(s)** or click the **Rank** radio button. If you select Rank, you must use the down arrow and select a Rank Level and type in the appropriate Rank Code. The system informs you of the form(s) processed.

### **Purge**

Purge allows the System Managers to remove all references to the form(s) from the active System. A Purge deletes the DD1391 Form and all historical data, snapshots, ECONPACK

entries, ENG Form 3086 data, comments, etc., related to the form. In other words, all existence of the form is erased and none of the data can be recovered. To Purge form data, click in the **Purge** radio button. From the Form Selection Criteria panel, enter the **Form Number(s)** to be processed.

After processing, the system notifies you as to which forms were purged.

## **Delete**

Delete allows you to remove from the active system any form which the authority to modify has never been submitted. Delete can also be used to remove any form which the Process Manager has Returned with Prejudice (RWP). Forms that have been submitted can only be deleted using the Rank command, with a rank code of **DROP**.

To delete a form, click in the **Delete** radio button. From the Form Selection Criteria panel, enter the **Form Number(s)** to be deleted and click **OK**.

The system checks your authority to execute the action, deletes the forms specified, requests that you confirm the request, and displays a report indicating the form(s) have been removed from the active system. This function is available to all users authorized to create forms.

## **Freeze**

**Freeze**, via **Actions | Form Control | Form Management**, allows the user to prohibit changes to certain data on the specific form(s), and is available to **Process Managers** or **Cost Reviewers** with **W**, **S**, or **V** authority, **Information Systems Engineering Command (ISEC) Reviewers** with **P** or **U** authority, and **IMCOM Regions, MSCs, or MACOMs** with **S** or **V** authority. The data frozen is determined by the Activity of the user executing the Freeze. See **Freeze Codes** for an explanation of the various alphabets used as freeze designator.

When using the Freeze function, the Process Manager can choose to freeze **DD1391 Form (plus Tabs B/E/F/H)**, **Tab H Only**, or **DD1391 Form and all Spt Tabs**. The **DD1391 Form (plus B/E/F/H)** Freeze option affects the DD1391 Form (Tab A), along with Tabs B (Type of Design Contract field only), E, F, and H. The Cost Reviewer can Freeze all data in Tab A with the exception of the Tab A textual data, the Type of Design Contract field in Tab B, and Tab F. Headquarters IMCOM with NEPA Freeze capabilities can freeze Tab J (NEPA Only). The ISEC Reviewer can Freeze only Tab F, the Information Systems data.

To issue a Freeze, click the **Freeze** radio button. From the **Form Selection Criteria** panel, click the **Form Number** radio button and list the **Form Number(s)** to be frozen or select **Rank** and enter a valid **Rank Code**. After you enter the appropriate information, click **OK**. The system executes the request and displays a processing message that provides the status of the action taken.

## Unfreeze

**Unfreeze**, via **Actions | Form Control | Form Management**, allows the user to cancel the effect of the **Freeze** function and is available to **Process Managers** or **Cost Reviewers** with **W**, **S**, or **V** authority, **Information Systems Engineering Command (ISEC) Reviewers** with **P** or **U** authority, and **IMCOM Regions**, **MSCs**, or **MACOMs** with **S** or **V** authority. The data released or unfrozen is determined by the Activity of the user executing the Unfreeze and whether or not that Activity issued the Freeze. See **Freeze Codes** for an explanation of the various alphabets used as freeze designators.

When using the Unfreeze function, the Process Manager can choose to unfreeze **DD1391 Form (plus Tabs B/E/F/H), Tab H Only**, or **DD1391 Form and all Spt Tabs**. The **DD1391 Form (plus B/E/F/H)** Unfreeze option affects the DD1391 Form (Tab A), along with Tabs B (Type of Design Contract field only), E, F, and H. The Cost Reviewer can Unfreeze all data in Tab A with the exception of the Tab A textual data, the Type of Design Contract field in Tab B, and Tab F. Headquarters IMCOM with NEPA Freeze capabilities can unfreeze Tab J (NEPA only). The ISEC Reviewer can Unfreeze only Tab F, the Information Systems data.

To issue an Unfreeze, click the **Unfreeze** radio button. From the **Form Selection Criteria** panel, click the **Form Number** radio button and list the **Form Number(s)** to be unfrozen or select **Rank** and enter a valid **Rank Code**. After you enter the appropriate information, click **OK**. The system executes the request and displays a processing message that provides the status of the action taken.

## Cost Update of Forms

**COST UPDATE** allows you to update the costs on one or more DD1391 Forms by changing the Fiscal Year; converting the form to English or Metric measurements; increasing or decreasing the current working estimate by a certain percentage; updating the currency exchange rate by changing the country or the rate of exchange; changing the Supervision, Inspection, and Overhead Factor; and/or the Contingency Factor. Forms to be updated can be identified by Form Number(s) or Rank/Rank Code.

**Form Selection Criteria:**

Update Specific Form Number(s)  (Enter one or more form numbers for processing. Multiple form numbers should be followed by a carriage return.)

Update Form Numbers With A Specific Rank   
Rank Code

---

Change Fiscal Year

Convert to Metric Measurements

Convert to English Measurements

Increase or Decrease CWE By  %

Update Currency Exchange Rate  
Country   
New Rate

Update SIOH Factor  %

Update Contingency Factor  %

From the Form Selection Criteria panel, you may select one of the following options:

**Update Specific Form Numbers** – Enter one or more Form Numbers. Touch the Enter key after number (that is, enter one Form Number per line).

**Update Form Numbers with a Specific Rank** – Select the appropriate rank level from the menu. Enter the desired rank code.

Select one of the following updates to be executed:

**Change Fiscal Year** allows you to modify cost data by changing the fiscal year on selected forms. All cost data is recalculated based upon the new entry. The DD1391 Form tabs affected by the fiscal year change are Tabs A, B, E, and F.

**Convert to Metric Measurements/Convert to English Measurements** allows you change the cost data on your form from English to Metric or vice versa. This change impacts Tabs A, C, F, and H.

### **Conversion Table**

The various formulas used in converting from English-to-Metric and Metric-to-English are listed in the following table:

<u>FROM ENGLISH</u>		<u>MULTIPLY BY</u>	<u>TO OBTAIN METRIC</u>	
AC	Acres	0.4046870000	ha	Hectares
CF	Cubic Feet	0.0283160000	m <sup>3</sup>	Cubic Meters
CY	Cubic Yard	0.7645550000	m <sup>3</sup>	Cubic Meters
FB	Feet of Berthing	0.3048000000	m/B	Meters of Berthing
FT	Feet	0.3048000000	m	Meters
GA	Gallons, Capacity	3.7854120000	L	Liters
GM	Gallons Per	3.7854120000	L/m	Liters Per Minute, Capacity
HP	Horsepower	745.6990000000	W	Watts
KG	1000 Gallons Per Day Capacity	3.7854120000	L/d	1000 Liters Per Day Capacity
LF	Linear Feet	0.3048000000	m	Meters
MB	Million British Thermal Units	1.0550600000	MJ	Megajoules
MI	Miles Statute	1.6093470000	km	Kilometer
SF	Square Feet	0.0929030000	m <sup>2</sup>	Square Meters
SY	Square Yard	0.8361270000	m <sup>2</sup>	Square Meters
TN	Tons (Refrigeration)	3.5170000000	kW	Kilowatts
TON	Tons (Mass)	907.1850000000	kg	Kilograms

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<u>FROM METRIC</u>		<u>MULTIPLY</u>	<u>TO OBTAIN ENGLISH</u>	
ha	Hectares	2.4710440000	AC	Acres
kg	Kilograms	0.0011020000	TON	Tons (Mass)
km	Kilometers	0.6214000000	MI	Miles, Statute
kW	Kilowatts	0.2843330000	TN	Tons (Refrig)
L	Liters	0.2641720000	GA	Gallons, Cap.
L/d	1000 Liters Per Day, Capacity	0.2641720000	KG	1000 Gallons Per Day, Capacity
L/m	Liters Per Minute, Capacity	0.2641720000	GM	Gallons Per Minute, Capacity
m	Meters	3.2808400000	LF	Linear Feet
m/B	Meters of Berthing	3.2808400000	FB	Feet of Berthing
MJ	Megajoules	0.9478170000	MB	Million British Thermal Units
m2	Square Meters	10.7639100000	SF	Square Feet
m3	Cubic Meters	1.3079510000	CY	Cubic Yard
W	Watts	0.0013410200	HP	Horsepower

**Increase/Decrease CWE** allows you to modify the Current Working Estimates by a specified percentage on DD1391 Form(s). Once the user enters a percentage, the system calculates the unit cost or for lump sum (LS) items, the total cost. After all input is validated, the system applies the percentage amount and updates data in Tab A, excluding Information Systems Cost, and Tab E - Furnishings and Equipment. All data subtotals and totals are recalculated.

**Update Currency Exchange Rate** allows you to change the currency rate on individual forms and groups of forms. During the execution of this function, the system multiplies all unit cost values (LS items) and/or total cost values in all primary and supporting facilities line items by the factor (old rate divided by new rate). It then recalculates the Contingency Amount; Supervision, Inspection, and Overhead; and the total request for each form.

**Update SIOH Factor** allows you to change the Supervision, Inspection, and Overhead Factor. The percent change must be greater than or equal to zero, or less than 100.

**Update Contingency Factor** allows you to change the contingency percent. The percent change must be greater than or equal to zero, or less than 100. This percentage amount is used to recalculate the total cost on Tab A.

## Special Functions

The **Special Functions** feature allows you to **Complete Signature Blocks**, **Create Comments**, **Display Comments**, **Grant/Revoke Access to Another User**, **CoS Concurrence**, **Rounding/Block 12 Exceptions**, and **IMCOM Region - Mark/List Forms Ready for Certification/Project Review Board**.

### Complete Signature Blocks

The **Complete Signature Blocks** option allows you to indicate approval of projects or project data by affixing the appropriate signature information dependent upon the Activity executing the function. This function supports entry of signature data for the Commander (Tab A), Environmental Officer (Tab J), and the Director of Public Works (Tab J). The Signature blocks available depend upon your user access and the Program Type of the project.

### Create Comments

**Create Comments** allows you to enter remarks that are stored with the form, but not on the form. Comments cannot be deleted after they are saved. They are displayed or printed only upon user request.

The screenshot shows a software window titled "DD1391 SPECIAL FUNCTIONS". The window has a menu bar with "File", "Edit", "Actions", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into a left sidebar and a main content area. The sidebar contains several menu items: "COMPLETE SIGNATURE BLOCKS", "CREATE COMMENTS", "DISPLAY COMMENTS", "GRANT/REVOKE ACCESS TO ANOTHER USER", "CoS CONCURRENCE", "ROUNDING / BLOCK 12 EXCEPTIONS", and "IMCOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRB". The "CREATE COMMENTS" item is highlighted in red. The main content area is titled "CREATE A COMMENT for Form Number" and contains a text input field for the form number. Below this is a dropdown menu labeled "Specific Tab" with "Tab A - DD1391 Form" selected. A large text area is provided for entering the comment. At the bottom of the dialog are three buttons: "OK", "CANCEL", and "RESET".

Enter the Form Number for which the comment is being entered. Click the arrow and select a tab, if you wish your comment to be associated with a **Specific Tab**. Click in the text area and enter your comment or copy/paste text from a word processing file. Click **OK** when finished.

## Display Comments

The **Display Comments** feature allows you to display comments by **Form Number**, **Rank/Rank Code**, or **Fiscal Year**. You can also choose to limit the report by specifying **Comments for a Specific Tab** and/or **Comments Made Since a Specific Date**.

File Edit Actions Tools Help

DD1391 SPECIAL FUNCTIONS

[COMPLETE SIGNATURE BLOCKS](#)

[CREATE COMMENTS](#)

**[DISPLAY COMMENTS](#)**

[GRANT/REVOKE ACCESS TO ANOTHER USER](#)

[CoS CONCURRENCE](#)

[ROUNDING / BLOCK 12 EXCEPTIONS](#)

[MCOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRE](#)

Form Number

Comments for all Projects in a Fiscal Year

Comments for all Projects with a Specific Rank

Process Manager  Rank Code

---

Comments for a Specific

Since a Date (mm/dd/yyyy)  [optional]

OK CANCEL RESET

Enter the data needed to display comments for the desired forms.

## Grant/Revoke Access to Another User

**Grant/Revoke Access to Another User** allows you to give your class privileges to another user for temporary use in executing various functions and to revoke previously executed grants. Grant has no effect upon the privileges you retain.

DD1391 SPECIAL FUNCTIONS

[COMPLETE SIGNATURE BLOCKS](#)

[CREATE COMMENTS](#)

[DISPLAY COMMENTS](#)

**[GRANT/REVOKE ACCESS TO ANOTHER USER](#)**

[CoS CONCURRENCE](#)

[ROUNDING / BLOCK 12 EXCEPTIONS](#)

[ICOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRB](#)

**GRANT** special privileges to a specific PAX User Id

**REVOKE** privileges given to a specific PAX User Id

**LIST** grants currently issued to a specific PAX User Id

PAX User ID

**FUNCTIONS TO BE GRANTED OR REVOKED**

All Functions

Create New

Open/Revise

Directory Reports

Print Form Reports

Form Management

Form Routing

Cost Update

Standard

Archive

Cancel a Permit

Change Fiscal Year

EXPIRATION DATE (mm/dd/yyyy)

OK CANCEL RESET

Select **Grant**, **Revoke**, or **List**. If you select Grant, enter the PAX User ID(s) receiving the privileges, check the privileges/functions to be granted, and enter an expiration date.

If you select Revoke, enter the PAX User ID(s) that currently have the granted privileges that you wish to cancel.

## Mark/List Forms Ready for Certification/PRB

Regions have the ability to “mark” projects that are ready for certification and/or Project Review Boards. From within Special Functions, click the **IMCOM Region - Mark/List Forms Ready for Certification/PRB** hotlink. Regions may enter the Form Numbers of the projects that are ready for USACE and USAISEC certification and all users (particularly Districts/Divisions and USAISEC) may list those forms in their directory that are ready for certification. Projects should be certified before the Project Review Boards.

File Edit Actions Tools Help

DD1391 SPECIAL FUNCTIONS

[COMPLETE SIGNATURE BLOCKS](#)

[CREATE COMMENTS](#)

[DISPLAY COMMENTS](#)

[GRANT/REVOKE ACCESS TO ANOTHER USER](#)

[CoS CONCURRENCE](#)

[ROUNDING / BLOCK 12 EXCEPTIONS](#)

[IMCOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRB](#)

Enter Forms that are Ready for Certification/PRB

List Forms that are marked Ready for Certification/PRB

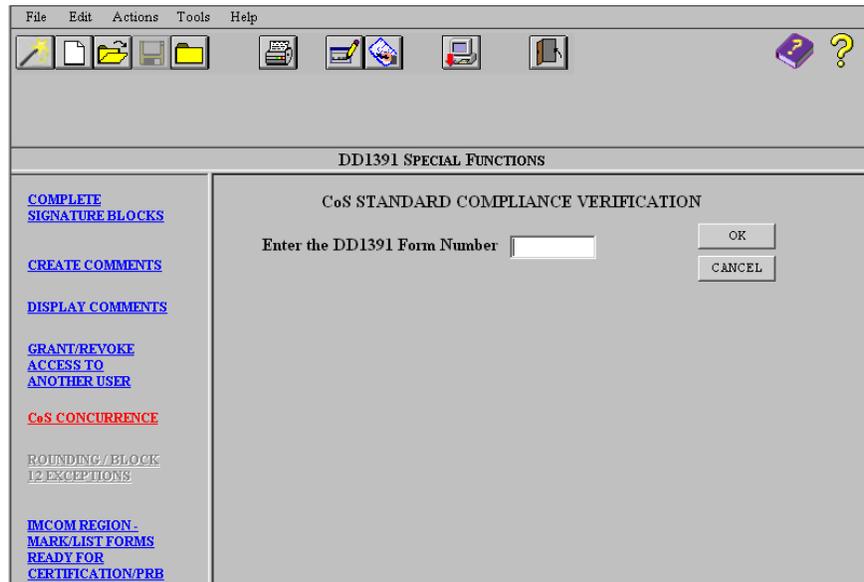
Since a Specific Date (*dd mmm yyyy*)  [optional]

OK CANCEL RESET

Complete the applicable fields and click **OK** to process.

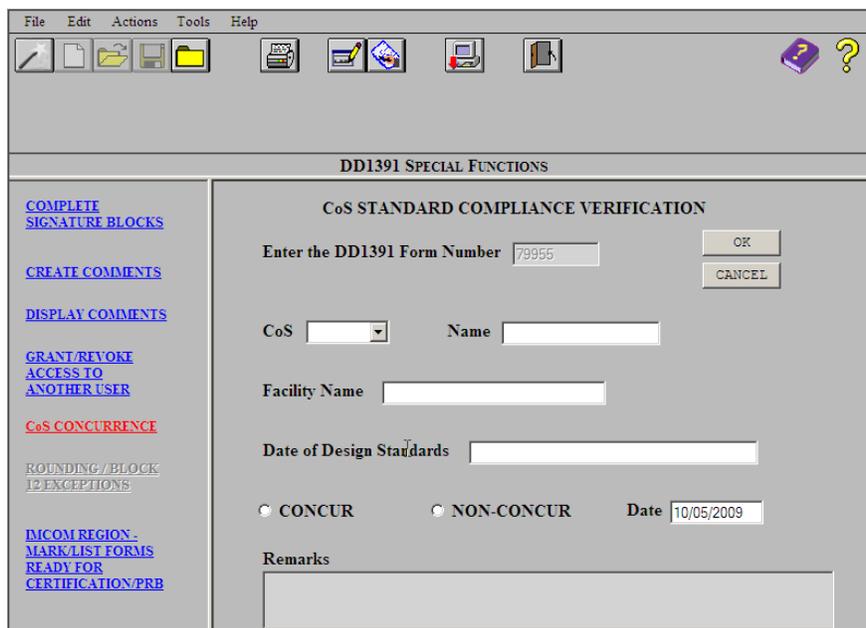
## CoS Concurrence

**CoS Concurrence** allows all Centers of Standardization (CoS) to Concur or Non-Concur with the scope of a standard facility. Once the **CoS Concurrence** hotlink is selected, the system displays the **CoS Standard Compliance Verification** dialog box. Enter the **DD1391 Form Number** and click **OK**.



The screenshot shows a software window titled "DD1391 SPECIAL FUNCTIONS". On the left is a vertical menu with several blue hyperlinks: "COMPLETE SIGNATURE BLOCKS", "CREATE COMMENTS", "DISPLAY COMMENTS", "GRANT/REVOKE ACCESS TO ANOTHER USER", "CoS CONCURRENCE" (highlighted in red), "ROUNDING/BLOCK 12 EXCEPTIONS", and "IMCOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRB". The main area is titled "CoS STANDARD COMPLIANCE VERIFICATION" and contains the text "Enter the DD1391 Form Number" followed by an empty text input field. To the right of the input field are two buttons: "OK" and "CANCEL".

If you have the proper authority to the form that allows you to execute this function, the system displays a dialog box for entering your **CoS, Name, Facility Name, Date of Design Standards**, whether you **CONCUR** or **NON-CONCUR**, **Date** (mm/dd/yyyy format), and any **Remarks** (required if you NON-CONCUR).



This screenshot shows the same "DD1391 SPECIAL FUNCTIONS" window, but with the "CoS STANDARD COMPLIANCE VERIFICATION" section populated. The "Enter the DD1391 Form Number" field now contains "79955". Below this, there are three fields: "CoS" (a dropdown menu), "Name" (an empty text field), and "Facility Name" (an empty text field). The "Date of Design Standards" field is also empty. There are two radio buttons: "CONCUR" (selected) and "NON-CONCUR". The "Date" field contains "10/05/2009". At the bottom, there is a "Remarks" label above a large empty text area.

Once your concurrence or non-concurrence data is saved, the system records a “snapshot” of the DD1391 Form so that at a later date, you may view the data for which you concurred or non-concurred. (A *DD Form 1391 Snapshot* may be printed via *Print Special Reports*.)

To obtain a list of concurrences/non-concurrences, you may print CoS Scope Compliance Results (by DD1391 Form number or Rank/Rank Code) via *Print Special Reports*.

## **Rounding/Block 12 Exceptions**

Process Managers can use the **Rounding/Block 12 Exceptions** option in association with the printing of OSD Budget Books, Congressional Budget Books, and the PRB Budget Book, to suppress the printing of **Supplemental Data (Block 12)**. This option also allows the Process Manager to suppress the printing of the **TOTAL REQUEST (ROUNDED)** data.

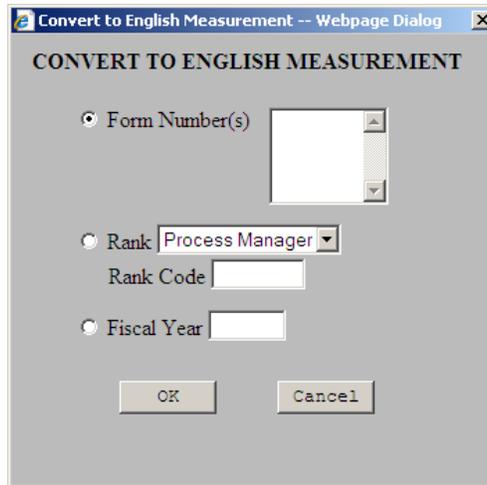
The screenshot shows a web application window titled "DD1391 SPECIAL FUNCTIONS". The window has a menu bar with "File", "Edit", "Actions", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into two panels. The left panel contains a list of links: "COMPLETE SIGNATURE BLOCKS", "CREATE COMMENTS", "DISPLAY COMMENTS", "GRANT/REVOKE ACCESS TO ANOTHER USER", "CoS CONCURRENCE", "ROUNDING / BLOCK 12 EXCEPTIONS" (highlighted in red), and "IMCOM REGION - MARK/LIST FORMS READY FOR CERTIFICATION/PRB". The right panel is titled "DD1391 FORMS - BUDGET BOOK EXCEPTIONS" and contains three radio buttons: "Block 12 of DD1391 Form should not Print", "Total Cost of DD1391 Form should not Round", and "List of DD1391 Form(s)". Below these radio buttons is a section for "Add" with a dropdown menu showing "Suppress both Block 12A and 12B" and a "Form Number(s)" input field. There are also "Remove" and "List of DD1391 Form(s)" radio buttons. At the bottom of the right panel are "OK", "CANCEL", and "RESET" buttons.

From the DD1391 Special Functions screen, select **Rounding/Block 12 Exceptions**. From the **DD1391 Forms - Budget Book Exceptions** screen, click the appropriate radio button and select either **Block 12 of DD1391 Form should not Print** or **Total Cost of DD1391 Form should not Round**. From the options on the lower panel, enter the **DD1391 Form numbers** impacted by this process and click the appropriate radio button to select either **Add**, **Remove**, or **List of DD1391 Form(s)**.

## Other Actions

### Convert to English/Metric

If you have a DD1391 Form stored in the DD1391 Module and the costs are in one unit of measure (English or Metric) and you wish to change them to the other, from the **Actions** menu, select **Convert to....** The system displays a screen for entry of one or more Form Numbers, or a Rank level and Code, or a Fiscal Year for specifying the forms to be converted.

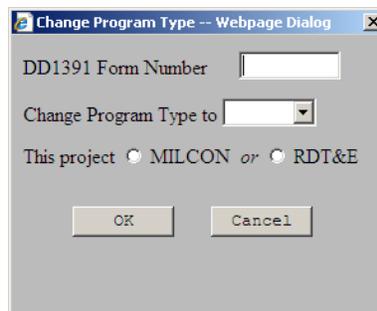


The screenshot shows a dialog box titled "Convert to English Measurement -- Webpage Dialog". The main heading is "CONVERT TO ENGLISH MEASUREMENT". There are three radio button options: "Form Number(s)" (selected), "Rank", and "Fiscal Year". The "Form Number(s)" option is accompanied by a list box. The "Rank" option is accompanied by a dropdown menu showing "Process Manager" and a "Rank Code" text box. The "Fiscal Year" option is accompanied by a text box. At the bottom are "OK" and "Cancel" buttons.

After the conversion is complete, the system displays a summary of the action taken.

### Change Program Type

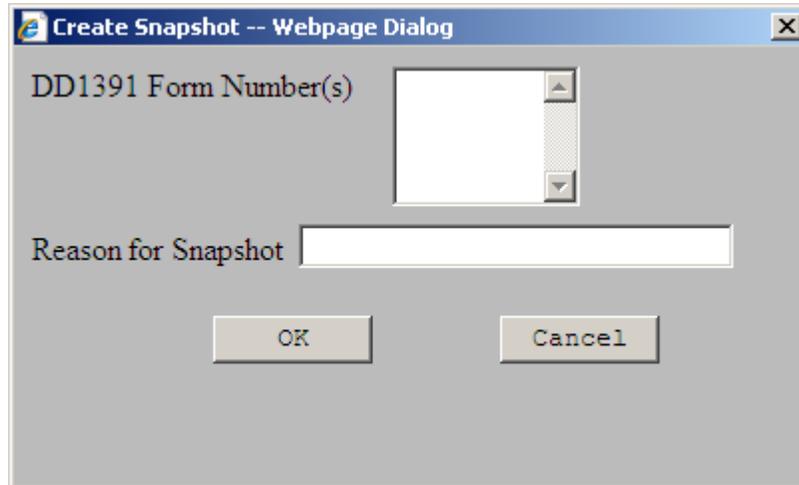
If you have a DD1391 Form stored in the DD1391 Module and the form has not been submitted, you may change the Program Type. Be sure you are familiar with differences in form data according to Program Type before you execute this function. From the **Actions** menu, select **Change Program Type**. The system displays a screen for entry of the Form Number and the desired Program Type. If BMDO, NMD, or TMD is entered as the Program Type, you must also specify if the project is MILCON or RDT&E. If you change the Program Type to BMDO, NMD, or TMD, the system erases the Future Occupant Data and other non-related data and you cannot change to another Program Type other than BMDO, NMD, or TMD.



The screenshot shows a dialog box titled "Change Program Type -- Webpage Dialog". It contains a "DD1391 Form Number" text box, a "Change Program Type to" dropdown menu, and radio button options for "This project" with "MILCON" and "RDT&E". At the bottom are "OK" and "Cancel" buttons.

## Create Snapshot

**Create Snapshot** allows Process Managers, Districts/Divisions, and Cost Reviewers to create a duplicate of the DD1391 Form as it exists the day of the snapshot. The date, time, and indication of the Activity executing the snapshot are automatically recorded. Additionally, snapshots are automatically recorded by the system as a result of the Submit, Return for Correction, and Return with Prejudice functions.

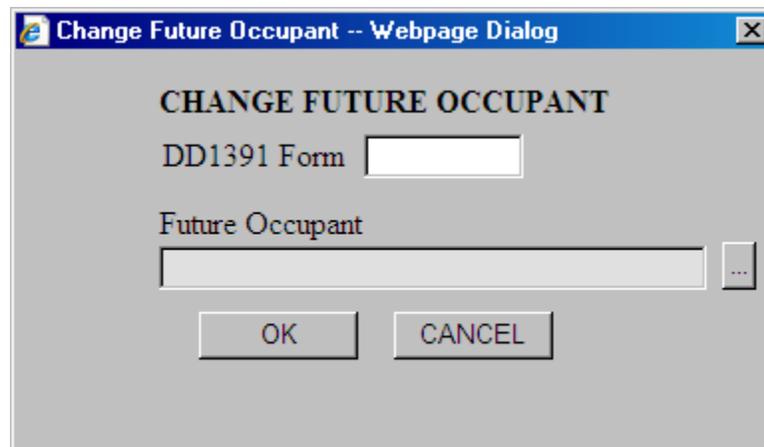


The screenshot shows a dialog box titled "Create Snapshot -- Webpage Dialog". It features a list box for "DD1391 Form Number(s)" and a text input field for "Reason for Snapshot". The dialog includes "OK" and "Cancel" buttons.

To execute the Snapshot function, enter the DD1391 Form Number(s) and a Reason for the Snapshot(s), not to exceed sixty-nine characters.

## Change FOC

You can change the Future Occupant (FOC) by accessing the Actions menu and selecting Change FOC. Enter the DD1391 Form number and the name of the Future Occupant. The drop-down box will aid you in making a valid selection. If a planning charrette form has been completed for your project, the FOC can be changed only in the planning charrette form.

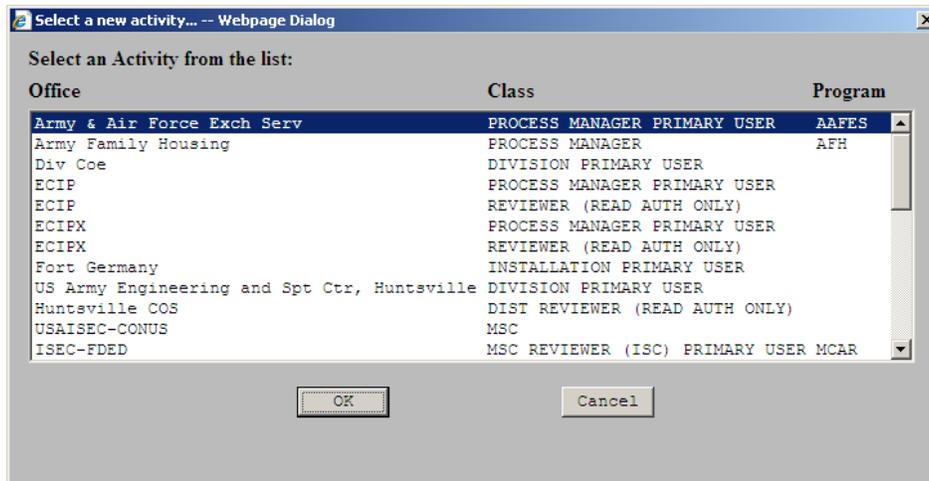


The screenshot shows a dialog box titled "Change Future Occupant -- Webpage Dialog". It features a text input field for "DD1391 Form" and a text input field for "Future Occupant" with a dropdown arrow. The dialog includes "OK" and "CANCEL" buttons.

## Other Tools

### Change Activity Selection

If you are working within the DD1391 Processor System and you wish to change your Activity access or change your ‘user hat,’ you may use the **Change Activity Selection** from the **Tools** menu. The Activity selection impacts functions you are able to execute as well as form data to which you have access.

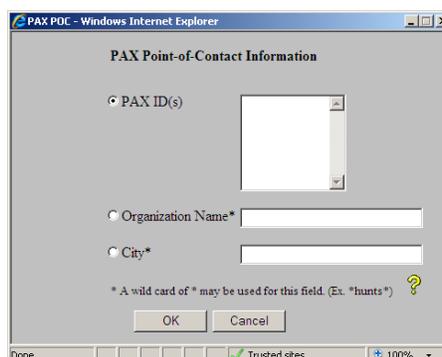


### Access Other Modules

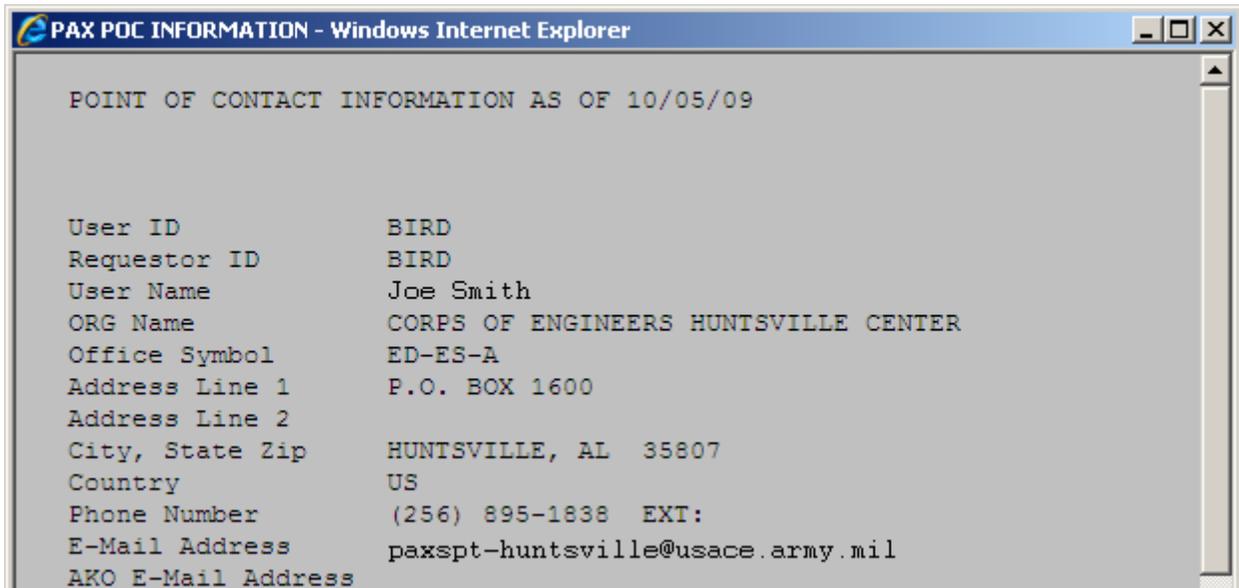
If you have accessed one module in the DD1391 Processor System and you wish to exit that module and access another, from the **Tools** menu, select **Access Other Modules**.

### PAX POC

To obtain information regarding the point-of-contact for specific PAX User IDs, select **PAX POC** from the **Tools** menu. Enter the PAX User IDs for which you desire the info. Enter one PAX User ID per line. You may also search by Organization Name or City; however, this may return a large number of results.



The system responds with the **PAX POC Information** box displaying the Point-of-Contact info for the **PAX ID(s)** entered.



## **Change Password**

You can change your DD1391 Password or Submit Password by going to the **Tools** menu and selecting **Change Password**. To enter a new DD1391 Password or Submit Password, you must know the current one.

CHANGE DD1391     DD1391 SUBMIT PASSWORD

Enter current DD1391 Password   

Enter new DD1391 Password       

Enter new DD1391 Password again  

Respond to the displayed data fields and click **OK**. The system notifies you that the change has been made.

## Notification of Actions

Notification of Actions is accessible via the **Tools** menu. When you access the DD1391 Module, the system automatically displays a **Notification Box** allowing you to select to see a list of various actions that have occurred to projects since your last log on. If you are already in the system and you wish to access the report, select **Launch**. If you have turned the Notification feature off and you wish to reactivate it, select **Restore**.

## Calculate Cost

The **Calculate Cost** function allows you to run “what ifs” to determine loaded unit costs. From the **Tools** menu, select Calculate Cost and provide the requested data to include: **Installation Name**, **Category Code**, **Fiscal Year**, **Gross Quantity**, **Site Sensitivity Factor**, **Technological Updating Factor**, **Type of Construction**, **Historical Building Factor**, **As-Built Drawings**, **Mid-Point of Construction**, and **Technical Complexity for Design Contingency**. An assistance button is available to facilitate the entry of the Installation Name and Category Code.

The screenshot shows a web browser window titled "Calculate Cost for a Primary Facility - Windows Internet Explorer". The main content area contains the following fields and controls:

- Installation Name: Redstone Arsenal, Alabama (with an assistance button)
- Category Code: 21710 (with an assistance button)
- Facility Description: Electronics Maintenance Shop
- Unit of Measure: SF
- Fiscal Year: 2012 (dropdown)
- Enter Gross Quantity in SF: 7.500
- Site Sensitivity Factor: 1.000 (with an assistance button)
- Technological Updating Factor wanted?  Yes  No
- Type of Construction: Permanent (dropdown)
- Historical Building Factor: 1.000
- As-Built Drawings: 1.000
- Mid-Point of Construction: 09/2012
- Technical Complexity for Design Contingency: None (dropdown)

At the bottom of the dialog are three buttons: OK, Cancel, and Reset. The browser status bar at the bottom shows "Trusted sites" and "100%" zoom.

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After you enter the required information, the system displays the Adjusted Unit Cost, the Primary Facility Cost in thousands and a table showing the factors/variables used to calculate the displayed costs.

Cost Assistance Results - Windows Internet Explorer

File Edit View Favorites Tools Help

REDSTONE ARSENAL, ALABAMA  
PRIMARY FACILITY: Electronics Maintenance Shop  
CATCODE: 21710  
MID-POINT OF CONSTRUCTION: 09/2012 MPCI Factor: 2598

GQ	Gross Quantity in SF	7,500
\$E	Base Unit Cost per SF	175.00
SA	Facility Size Adjustment Factor	0.970
TUA	Technological Updating Factor	1.000
CGA	Cost Growth Factor (BCI Factor: 2297)	1.016
LA	Location Adjustment Factor	.860
CTA	Construction Type Adjustment Factor	1.000
DC	Design Contingency	1.000
SS	Site Sensitivity Factor	1.000
HB	Historical Building Factor	1.000
AB	As-Built Drawings Factor	1.000

$\$E * SA * TUA * CGA * LA * CTA * DC * SS * HB * AB = \text{Adjusted Unit Cost}$

Adjusted Unit Cost (\$A) = 148.32

Primary Facility Cost in thousands (\$A\*GQ) = \$ 1,112

Internet 100%

## Clearing Your Cache/Temporary Internet Files

In an effort to sustain efficient processing and to ensure accurate screen display, you should periodically clear your cache. To execute this task, select **Tools** from the IE Browser menu. Select **Internet Options**. Click the **Delete Files** button and delete all temporary Internet files.