DD Form 1391 Processor System

U.S. ARMY CORPS OF ENGINEERS

BUILDING STRONG®

The DD Form 1391 is used by the Department of Defense to submit requirements and justifications in support of funding requests for military construction to Congress.

The DD Form 1391 Processor System is the web-accessible system that assists users in preparing, submitting, reviewing, correcting, printing and archiving DD Forms 1391 and their related data, in accordance with Army Regulation 420-1, "Army Facilities Management."

Associated with the DD Form 1391 Module are the DD Form 1390, ENG Form 3086 and Congressional Addendum (CA) Modules. The DD Form 1390 is a summary of projects by installation, fiscal year and program. The ENG Form 3086 is the cost engineer's tool used to correctly estimate project costs for the DD Form 1391. The CA Form 1391, which is a modified clone of a corresponding DD Form 1391, is presented to congressional staffers for consideration as a CA project.

The U.S. Army Engineering and Support Center, Huntsville, as the assigned responsible agency for the DD Form 1391 Processor System since 1980, is responsible for fielding, operation, maintenance, user assistance, and training to customers worldwide. The DD Form 1391 Processor and related systems cover a broad spectrum of unique needs and requirements associated with policies and procedures governing DD1391 Forms and related documentation.

The Huntsville Center, in cooperation with the Assistant Chief of Staff for Installation Management, or ACSIM, has made the DD Form 1391 Processor System available via the Internet at https://pax.csd.disa.mil. To access the system, the user needs internet access, a standard configuration personal computer, and a Common Access Card.

Approximately 1,800 users worldwide currently access the system, which contains more than 35,000 forms.

Contact the PAX Support Team at 256-895-1838, or e-mail Paxspt-huntsville@usace.army.mil for more information.

The system accommodates projects for the following major programs:

- Army and Air Force Exchange Service (AAFES)
- Army Family Housing (AFH)
- Army Family Housing, Operations & Maintenance (AFH-O)
- Ballistic Missile Defense Organization (BMDO)
- Barracks Upgrade Program (BUP)
- Base Closure, Army (BCA)
- Chemical Demilitarization (ChemD)
- Commercially Financed Facilities (CFF)
- Defense Finance Accounting Service (DFAS)
- Defense Logistics Agency (DLA)
- Energy Resilience & Conservation Investment Program (ERCIP)
- Facilities Sustainment, Restoration, & Modernization (FSRM)
- Maintenance & Repair, Army Reserve (MRAR)
- Maintenance and Repair (M&R)
- Medical Facilities (MED)
- Military Construction, Air Force (MCAF)
- Military Construction, Army (MCA)
- Military Construction, Army Reserve (MCAR)
- Military Construction, National Guard (MCNG)
- National Missile Defense (NMD)
- Non-appropriated Funds (NAF)
- Operations and Maintenance, Army Contingency Construction (OMACC)
- Payment-in-Kind (PIK)
- Production Base Support (PBS)
- Relocatable Buildings (RB)
- Section 6 Schools (S6S)
- Special Operations Forces (SOF)
- Theater Missile Defense (TMD)
- U.S. Coast Guard (USCG)
- Unspecified Minor, MILCON Army Reserve (UMMCAR)
- Washington Headquarters Service, Military Construction (WHS-MCON)
- Washington Headquarters Service, Maintenance & Repair (WHS-M&R)

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Additional Features

In addition to providing assistance in the preparation of the DD Form 1391, the system also provides the following features:

- Assists in preparing new DD 1391 forms for facilities with a standard design (as developed by the U.S. Army Corps of Engineers Centers of Standardization). The system will create a new form, or replace data in an existing form, with primary facility data, standardized text, guidance for the preparer of the project, and furnishings and equipment data. Most standard designs will have floor plans and possibly site plans and furniture layouts, which will be attached to the form.

- Automatic tracking of the status of a project as it proceeds through review channels. By accessing the system, the user can monitor the project and see any modification or alteration, and review comments concerning it. The user can also determine the exact location of the project at any time during the military construction planning and programming process.

- Attachments storage/printing capability. Pictures, site maps and other attachments that would help justify/ explain the construction requirement may be "attached" to the DD Form 1391.

- Access to review comments made by various offices as a project is submitted or returned for correction by higher headquarters.

- Printing of forms in the formal Office of the Secretary of Defense and Congressional "Budget Book" formats as well as other formats to assist technical reviewers at all organizational levels.

- Automatic interface with PC packages such as PC-Cost, Economic Analysis Software Package (ECONPACK), and Information Systems Cost Estimator (ISCE). These programs are used to generate project cost estimates, economic analyses and information systems cost estimates.

- Access to historical information for monitoring changes made to each field of data. Additionally, the system maintains a history of all form submittals and returns.

- Controlled access to projects being programmed by other activities for the sharing of information. With the approval of the creator of a DD Form 1391, the system allows a copy of the form to be read by another user. Additionally, all system users may access the directory of archived forms that represent DD Form 1391 projects which have been successful in the programming and planning process.

- Multiple data retrieval procedures (Ad Hoc Reports) to generate listings of project information in many different formats.