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THE 1354 FIRST FIFTEEN MINUTES

Catch the rejects before your reviewer does.

A plain-English pre-submit self-check for Guard real property folks — **no embarrassment, just educational.**

By **Patrick G. Ledbetter Jr.**, Real Property Specialist · *"Nothing dropped."*

Built from real reviews of real drafts — every mistake here was found on a real form. October 2026.

READ THIS FIRST

What this is: fifteen minutes that save you fifteen days of routing turnarounds. Five checks that catch most rejections, and the three mistakes that send a package back every single time — all pulled from real draft reviews.

What it isn't: the whole playbook. This is the taste, not the meal. The full review system — the 15 real mistakes with fixes, the block-by-block pre-submit checklist, the print-and-tape tear sheet — lives in the paid bundle on the last page of this guide.

One rule to read this guide by: read your draft the way a reviewer reads it — top to bottom, no mercy. That's what these fifteen minutes are for.

UNOFFICIAL GUIDE — not a Department of Defense, Department of the Army, or National Guard product. Not a regulation. This guide does not reproduce any official form — it teaches how to review one. Always verify against current regulation and your chain of command.

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THE FIVE CHECKS THAT CATCH MOST REJECTIONS

Run these in order. If any one fails, fix it before the draft goes anywhere — these are the findings that come back on the reviewer's desk more than any others.

1. The stamp matches reality.

Look at the DRAFT / INTERIM / FINAL marking and ask: is the project actually in this state? The two telltale contradictions reviewers catch first: a draft with the "placed in service" box checked, or a FINAL with a blank acceptance block. A FINAL with no signed Block 25 **cannot route, period.**

2. No placeholders at final.

Scan for "CAXXX" serials, facility numbers like "1000," "TBD" dates, or a "?" in the contract block. At draft, blanks are fine — a blank means the field is waiting on the real property office or PRIDE. A *fake* entry means nobody checked. Reviewers read placeholders as "not ready."

3. One asset, one ID.

Every asset on the form gets its own unique RPUID — like two houses can't share a street address. A real review once found a hangar and its fencing both listed under the same number. Blank is okay at draft; duplicated is never okay.

4. CATCODEs are looked up, never guessed.

Every category code has a definition in the facilities database. "Airfield lighting" was once coded 11110 — which means *paved runway*. A guessed CATCODE fails in PRIDE and flags the whole package. Look it up every time.

5. Capital or restoration? Read the scope first.

A 1354 capitalizes something *new or genuinely better*. In-kind remove-and-replace — same roof, same windows, same cameras — is restoration: it gets **documented, not capitalized.** In one batch of nine drafts, eight were in-kind replacements and none needed a 1354. Read the scope of work before you pick up the form.

If all five pass, your draft is already ahead of most packages reviewers see. What follows is the part that hurts — the three mistakes that send a package back *every time*.

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THE THREE MISTAKES THAT SEND A PACKAGE BACK EVERY TIME

Not sometimes. Every time. These three have a 100% return rate in real reviews — learn them once and you never pay for them again.

MISTAKE 1 — The contradiction.

The form argues with itself. “TBD” placed-in-service date *with* the placed-in-service box checked. A DRAFT stamp on a project that’s already accepted. Real example: a reviewer’s first question is always “which is it?” — because a form that contradicts itself tells the reviewer to check everything else twice. **The fix:** before it routes, read the form as one story. Every date, box, and stamp must agree — with each other and with reality.

MISTAKE 2 — The math that doesn’t foot.

The line items don’t add up to the stated total. Real case: $3,144.65 where $33,144.65 belonged — a $30,000 typo hiding in plain sight. Single-port 7 kW chargers listed as 14 kW. Three different roofs, all exactly 18,000 square feet — copy-pasted, never measured. **The fix:** foot every column yourself. Add the line items and compare to the total. Verify every quantity against the real scope of work — templates are for structure, not numbers.

MISTAKE 3 — The dirty facility number.

PRIDE wants clean alphanumeric — no spaces, no slashes, no placeholders. Real cases: “1000” on six drafts, or “1106 EXMG/EXAMPLE SITE” with spaces and slashes baked in. An invented number fails validation and takes the package down with it. **The fix:** look up the real facility number. Never invent one.

The method, in one sentence

Patrick’s rule for every review: **numbers have to be accurate — and nothing dropped.** Read top to bottom. Check every number against the record underneath it. If the record doesn’t exist, the number isn’t real yet. Fifteen minutes of this catches what fifteen days of routing won’t fix.

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WHAT THE FULL BUNDLE GIVES YOU THAT THIS DOESN'T

This guide proved the method: read like a reviewer, catch it before it routes. But fifteen minutes is a head start, not the whole playbook. The full bundle gives you the complete system — every mistake, the block-by-block checklist, and the lifecycle map.

The DD 1354 Survival Checklist

The full version of what you just read:

- All **15 real review mistakes with fixes** — the three here plus twelve more.
- The **block-by-block pre-submit checklist** — header, every line-item row, signatures, and the last-look reality check, in form order.
- The **print-and-tape tear sheet** — ten fastest checks on one page for your wall.
- **Routing basics** — the two lanes: who signs what, and why the interest type decides it.

The DA 337 Disposal Guide

The 1354 **adds** assets — the 337 **takes them off**. This guide covers the asset's exit: demolition, sale, transfer, or confirmed-gone — with the page-2 backbone, the disposal-action checklist, and the federal-track requirements reviewers check.

The 1354/337 Lifecycle Cheat Sheet

One asset, birth to death, on one map: the 1354 adds it, costs and agreements carry it through its life, the 337 closes it out. Where the money shows up, what carries over, and the three rules that run everything — including *paper before PRIDE*.

The CATCODE Quick Reference

The bundle's bonus sheet: **47 of the most-used category codes** — official descriptions, units of measure, plain-English tips. Look it up; never guess.

Get the bundle:

Available at the Nothing Dropped store on Payhip:
https://payhip.com/NothingDroppedCaliforniaRealProperty

Questions: nothingdropped.realproperty@gmail.com

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This free guide is the head of the river: the bundle carries the tools, the book tells the story, and the lessons keep going free at nothing-dropped.pages.dev. That's how rivers start — nothing dropped.

"Nothing dropped." — Patrick G. Ledbetter Jr., October 2026

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