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**Civil Engineering**

**SELF-HELP MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-10, Installations and Facilities and defines the Wing Self-Help Program. It provides directive requirements for the operation of all installation self help projects. Although the principal focus is the Civil Engineer Operations Flight, this publication applies to all Misawa Air Base units.

**SUMMARY OF REVISIONS**

This instruction was reaccomplished to coincide with new publication format requirements and redesignation of the 432 FW to the 35 FW. A bar (|) indicates revisions from the previous edition.

**1. Scope of Self-Help Program.**

1.1. Main Objectives. Due to lack of funds or available civil engineer labor, all work requests cannot be accomplished. The requester has the option to defer the work or furnish personnel, material, or both to accomplish the work request by self-help. The Base Civil Engineer (BCE) is responsible for all work accomplished on the installation regardless of method of accomplishment and will determine the requester's ability to accomplish self-help work. Unit commanders and delegated facility managers are the primary self help customers and are authorized to obtain self-help materials. The Misawa Self-Help Center also services the Military Family Housing (MFH) occupants and issues MFH U-Fix-It materials.

1.2. Restrictions. All self-help work requests will be submitted on AF Form 332, Base Civil Engineer Work Request, through the Self-Help Center with the following restrictions:

1.2.1. MFH self-help work requests require coordination through the Housing Flight prior to submittal to the Self-Help Center.

1.2.2. Self-help projects accomplished with contract resources are not classified as self-help. Use of contract labor is not within the intent of the self-help program and incurs additional labor costs to the government, while in-house labor is a fixed cost to the government.

1.2.3. Self-help work should not be completed by civilian overhires. Employment of overhires for other than primary mission accomplishment is not a prudent management practice and cannot be considered donated labor within the intent of self-help.

1.2.4. Self-help work can be accomplished by use of civilian employees. Self-help work accomplished during duty hours must not conflict with local labor union contracts or impose additional risk to the government for injury sustained while accomplishing the self-help project.

1.2.5. Donated materials are materials accrued from other than appropriated sources (i.e. Logistics, Civil Engineer Material Control, and Self-Help Center) because these materials were not obtained without cost to the government.

## **2. Responsibilities.**

2.1. Requesters. Responsible for the accomplishment and quality of the completed self-help project. Specific responsibilities include the following:

2.1.1. Submitting proper authorization requirements prior to starting any self-help project, ensuring coordination through the facility manager, and commander as applicable.

2.1.2. Accounting for all material and tools issued during the self-help project. Unused materials and tools will be returned to the Self-Help Center upon project completion.

2.1.3. Ensuring all safety precautions are taken during all phases of the self-help project.

2.1.4. Requester will keep self-help center monitors advised on in-progress and completion status. Final inspections and completion of AF Form 327, Base Civil Engineer Work Order, will be made jointly with the unit and Self-Help Center monitors.

2.2. Civil Engineer. Responsible for management and execution of the wing self-help program following current PACAF guidance. Specific civil engineer responsibilities are as follows:

2.2.1. BCE. Responsible for all maintenance, renovation, and minor construction of real property on the installation.

2.2.2. Chief, Operations Flight. Executes the wing self-help program. Ensures dedicated manning is provided to the Self-Help Center and that in-house civil engineer logistical and operational support is available for self-help operations.

2.2.3. Chief, Self-Help Operations. Manages all wing self-help resources and operates the wing Self-Help Center. Delegated approval authority for self-help requests and ensures validity of each request. Establishes financial budgets, manages self-help Civil Engineer Material Acquisition System (CEMAS), and Work Information Management System (WIMS). Coordinates with civil engineer Zone Maintenance Elements for in-house support. Provides quality indicators to major command and conducts Quality Assurance (QA) on all wing self-help projects.

2.2.4. Force Manager. Single point receiver of all self-help request. Inputs and manages WIMS insuring proper approval, material/labor costing, file maintenance, and closure of self-help

projects. Processes warranty documents and project drawings with the Engineering Element. Forwards completed projects to Resources Flight for costing and capitalization as required.

2.2.5. Logistics Manager. Forward store manager of CEMAS. Responsible for ordering and maintaining operating levels of materials for self-help operations. Ensures proper accounting and material issues to each self-help customer.

2.2.6. Self-Help Center Monitor. Plans and estimates self-help work request. Establishes start date for approved projects with the requester. Issues materials and tools as required and provides technical engineering and general Air Force Occupational Safety and Health standards. Conducts in-progress inspections for QA and documents status in project folders. Receives unused materials and tools upon completion and adjusts issue/turn-in documents to provide an accurate project cost. Establishes final inspection and completes AF Form 327 for close-out.

### **3. Location and Hours of Self-Help Center**

3.1. The store is located at building 434 located on Freedom Drive. Store hours will be determined by the BCE and will be published periodically in the Misawa official base bulletin.

### **4. Recognition Awards**

4.1. Golden Hammer Award. Recognition of superior self-help efforts displaying innovation, effective utilization of resources, and promotion of pride in organizational self-help accomplishments. All units assigned to Misawa Air Base are eligible for competition. Five projects will be nominated bi-annually to compete for this award. The Golden Hammer Award selection committee will conduct on-site visits: scoring each project on the scope of project, effective use of resources, attention to detail, and overall appearance of the completed project. The installation commander will make the award presentation to the Golden Hammer Award winner.

GEORGE W. NORWOOD, Brigadier General, USAF  
Commander