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Civil Engineering

SELF-HELP PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*, and prescribes responsibilities, procedures, and requirements for the accomplishment of self-help work. It's applicable to all base and associate units in order to provide quick processing and accomplishment of self-help work; however, it does not apply to US Air Force Reserve or Air National Guard units and members.

1. General. Materials for common maintenance and repair work, which can be accomplished on a U-Fix-It basis, are stocked and issued by the self-help store. These tasks require little time to accomplish and are done primarily to keep the facility in its present condition. Minor maintenance and repair materials are issued on a collection work order assigned for the facility and requires only the signature of an authorized customer (see paragraph 3.1., this instruction). The self-help store also assists customers with requests to enhance or upgrade their facilities on a self-help basis. All self-help store assistance and material require an AF Form 332, BCE Work Request, and any required supporting documents. Self-help responsibilities and store procedures are covered in paragraph 5, this instruction.

2. Location and Hours of Operation. The self-help store (3 CES/CEORS) is located in Building 21-883 and open to serve customers Monday through Thursday from 0900-1600 and Friday from 0730-1130. The self-help store is closed the last Friday of each month.

3. Self-Help Store Program. The self-help store is designed to expedite issuing materials for the accomplishment of minor self-help maintenance, repair, and minor construction.

3.1. Authorized Customer Listing. Unit commanders, first sergeants, dormitory managers, alternate building managers, and other personnel designated, in writing, by unit commanders and functional managers are authorized to obtain materials for self-help projects. The self-help store is provided a current building manager list by the Base Civil Engineer's (BCE) Facility Maintenance Element which is used to verify authorized customers. The store manager will not issue materials to anyone except those specifically authorized.

3.2. Type of Work Authorized:

3.2.1. Self-help materials are used for minor maintenance and repair jobs. Authorized users must ensure materials are used only on government real property. Self-help minor construction may be accomplished under the provisions of paragraphs 4, 5 and 6, this instruction.

3.2.2. The following are examples of minor maintenance and repair items which may be authorized:

3.2.2.1. Replace ceiling tiles (not entire ceilings).

3.2.2.2. Replace coat hooks.

3.2.2.3. Install (replace) hasps.

3.2.2.4. Repair of small holes, can be accomplished if no sanding, sawing, grinding, and drilling is prescribed. However, if joint compound will be encountered an asbestos bulk sample will be required to ensure workers are not being exposed to regulated asbestos containing material (ACM). Joint compound is considered as surfacing material and is subject to Class I asbestos work (activities involving the removal of thermal system insulation (TSIO and sprayed-on, troweled-on or otherwise applied surfacing ACM or presumed asbestos containing material (PACM), and must be handled by trained asbestos workers. Lead-based paint sampling would also be required if sanding, sawing, grinding, or drilling is being accomplished, prior to conducting self-help project.

3.2.2.5. Replace door hinge screws.

3.2.2.6. Touch up paint.

3.2.2.7. Caulking.

3.2.2.8. Resilient Floor Covering (tiles). Depending on the types of activities occurring at the location of the broken floor tiles (not entire floor) floor tiles and mastic may or may not become subject to the provisions of the asbestos National Emission Standard for Hazardous Air Pollutants (NESHAP) subpart M, National Standard for Asbestos. A wide variety of floor tile removal methods exists, some of which cause the floor tiles and mastic to become regulated asbestos containing material (RACM) and subject to the provisions of the asbestos NES-HAP. The following describes various removal methods and the applicability of the asbestos NESHAP to them.

3.2.2.8.1. Water, amended water, or solvents may be spread onto floor tiles in order to loosen them. After a period of soaking, the tiles may be removed using long-handled scrapers (ice chippers), or gas- or electrically-powered mechanical chisels. In cases where tile breakage is minimal, the floor tiles are not considered RACM; however, where break-age is extensive, the tiles are RACM and are subject to the provisions of the asbestos NES-HAP.

3.2.2.8.2. Removal of broken 9- and 12-inch floor tiles must be handled as PACM (that is, removed wet, placed in labeled asbestos double 6-mil bag and placed in an approved asbestos storage container). Replacement tiles can be installed over existing substrate as long as the substrate is not damaged.

3.3. Materials Available for Issue. Materials issued to self-help store customers come from the self-help store inventory. Any requests for additions or deletions to the inventory will be submitted to the self-help store manager.

3.4. Self-Help Store Procedures. All items on the civil engineering material acquisition system (CEMAS) issue sheet are completed to include:

- 3.4.1. Date of issue.
- 3.4.2. Customer name, rank, and duty phone.
- 3.4.3. Building number where materials will be used.
- 3.4.4. CSL number and item description.
- 3.4.5. Quantity and unit of issue.
- 3.4.6. Cost of materials issued.
- 3.4.7. Collection work order number (CWON).

4. Repair, Renovation, and Construction:

4.1. Provided the expertise is available within the requesting organization, almost all types of repair, renovation, and construction are encouraged. These will include, but not be limited to, repairing floor tile, replacing acoustical ceiling tile, painting, replacing cove base molding, construction of simple partitions, installing floor tile, installing suspended ceiling, and so forth. Self-help modification to existing plumbing, electrical wiring, heating, air conditioning, and ventilation (HVAC) systems is not authorized. Any approved electrical, plumbing, or HVAC work will be accomplished with technical support from the self-help store or BCE personnel. No work involving the structural integrity of a building will be approved (load-bearing walls, exterior openings, and so forth). The store manager has approval authority over work, based on scope and the amount of expertise required.

4.2. The self-help customer's point of contact within civil engineering is the self-help store manager, or designated representative, from the beginning of the project until completion. Customers will be instructed not to deal directly with 3 CES planning, material control, or zonal maintenance shops, except when specifically authorized by the self-help store manager.

4.3. If unauthorized work is done, the responsible organization may be required to return the facility to its original condition. A letter of facility abuse may be sent to the organization commander through the support group commander. The organization will be held liable for the cost involved, if any.

5. Self-Help Responsibilities:

5.1. Group Commander:

- 5.1.1. Prioritizes the top 25 self-help projects submitted by subordinate organizations.
- 5.1.2. Forwards top 25 self-help projects to 3 WG/CC for approval.

5.2. Tenant Organizations:

- 5.2.1. Prioritizes the top 10 self-help projects.
- 5.2.2. Forwards top 10 self-help projects to 3 WG/CC for approval.

5.3. Unit Commander. Consolidates self-help project requests and forwards them to their respective group commander for prioritization.

5.4. Requester:

5.4.1. Submits self-help project request to unit commander for consolidation.

5.4.2. Ensures all AF Forms 332 are signed by the unit commander or deputy and have been coordinated with 3 CES/CEFT, 3 WG/SEG, 3 AMDS/SGPB, 3 CES/CEVN, and any additional agencies as required.

5.4.3. Is responsible for all materials and tools issued. Return all tools and any unused materials after job completion.

5.4.4. Is responsible for all safety precautions during work. Tool safety class will be completed by personnel prior to start of any work.

5.4.5. Establishes and coordinates estimated start and completion dates for self-help work.

5.4.6. Initiates Wing Form 3, *Base Civil Engineering Work Clearance Request*, if excavation is required.

5.4.7. Ensures work does not proceed until approval has been obtained.

5.4.8. Signs AF Form 327, Base Civil Engineer Work Order, after completed work has been inspected.

5.4.9. Complies with the requirements to stop work at predesignated inspection points as designated on self-help inspection sheet.

5.4.10. Accompanies inspector on all in-process and final inspections.

5.5. The BCE will support the self-help program as follows:

5.5.1. Commander, Operations Flight (3 CES/CEO) is responsible for overall management and execution of procedures.

5.5.2. Facility Maintenance Element (3 CES/CEOF) will maintain and update a list of building managers for the self-help store manager to verify authorized customers.

5.5.3. Production Control (3 CES/CEOEC) maintains and updates the CWONs for the self-help store.

5.5.4. Self-Help Store Manager:

5.5.4.1. Operates the store and supervises all personnel assigned.

5.5.4.2. Reviews and approves or disapproves requests within approval authority. Forwards work orders beyond approval authority to the chief, heavy repair (3 CES/CEOR). Forwards shop support requirements exceeding job-order scope to the 3 CES/CEOR).

5.5.4.3. Determines if detailed planning is required for large scope work.

5.5.4.4. Provides inspections and monitors self-help projects.

5.5.4.5. Reviews and signs AF Form 327, completion certificate, upon completion of work for closeout.

5.5.4.6. Ensures tool safety program is established and enforced.

6. Self-Help Work Order Process:

- 6.1. Requests for self-help will be submitted on AF Form 332 to their group work order monitor. A complete description of work and supporting documentation, including sketches, site plans, and so forth, should be provided.
- 6.2. Group work order monitor will submit the work order to the self-help store when a position opens on their priority list.
- 6.3. Self-help ensures the customer is provided a work order number, notified of approval or disapproval, and notified if formal siting is required.
- 6.4. During planning, the requester and self-help planner will meet and define scope of work.
- 6.5. The self-help store manager will notify the customer that work can begin after planning is complete and sufficient materials are available.
- 6.6. The self-help store will brief the project manager on responsibilities and schedule material and tool pickup after tool safety training is complete and documented.
- 6.7. While work is in progress, the customer will not proceed to the next phase of work until proper inspections are completed.
- 6.8. Final inspection will be performed by the self-help store. Any discrepancies will be corrected immediately by the requester.
- 6.9. The project manager will turn in tools and excess material and sign AF Form 327 at the completion of the job.

7. Safety. Alteration, maintenance, or repair of HVACs, plumbing, fire protection, and electrical systems is not authorized for self-help customers. Safety briefings to customers are conducted by the self-help store manager or representative, depending on the scope of work to be performed. The customer acknowledges the briefing by signing the “Confirmation of Briefing” letter in the project folder.

8. Self -Help Limitations. The following self-help work is limited or **NOT** allowed on Elmendorf AFB:

- 8.1. Paneling is limited to a wainscot application or one accent wall. Whole room applications are cost prohibitive.
- 8.2. Concrete pads are limited to 200 square feet maximum, due to high cost and the levels of expertise required.
- 8.3. Exterior painting of buildings is limited to trim work. Exterior surface preparation is complex and cannot be done properly through self-help work.
- 8.4. Due to the age of Elmendorf AFB, lead-based paint is prominent on many substrates on Elmendorf AFB. If sanding, scraping, or chipping of painted surfaces is to be accomplished, lead-based paint sampling will be required prior to work being accomplished. Sampling appointments can be made directly with the Lead-Based Paint Program Officer, 3 SPTG/CEVNP, 552-7305.
- 8.5. Self-help landscaping is limited to hand tool application. CE cannot support self-help with graders, trucks, dozers, and so forth.
- 8.6. Railroad ties will not be issued for landscaping around base facilities. The chemical they are treated with is an environmental hazard.

9. Documentation. Dispose of documentation in accordance with AFMAN 37-139, Records Disposition Schedule.

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Commander