



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION
P. O. DRAWER 160
YORKTOWN, VIRGINIA 23691-0160

WPNSTA YORKTOWNINST 11014.1
09SH

28 FEB 1996

WPNSTA YORKTOWN INSTRUCTION 11014.1

Subj: SELF-HELP PROGRAM

Ref: (a) SECNAVINST 11014.11B
(b) OPNAVINST 11000.8H
(c) OPNAVINST 11000.12B

Encl: (1) NAVFAC 9-11014/20 (Rev. 2-68)

1. Purpose. To provide new policies and procedures for execution of the Self-Help Program at the Naval Weapons Station Yorktown (WPNSTA Yorktown).

2. Definitions

a. Self-Help. The use of military and civilian Navy manpower, not normally assigned full time to real property maintenance activity functions, to perform real property maintenance, repair, alterations, or new construction. The manpower is anticipated to be unskilled, skilled, or semi-skilled in construction and maintenance work. Supervision and technical expertise is supplied by either Occupational Field 13 Ratings (Seabees) or other technically skilled individuals working out of existing Facilities and Maintenance Departments (Shops).

b. Self-Help Coordinator (Base Civil Engineer). A coordinator appointed by the Base Civil Engineer to ensure the Self-Help Program and projects are consistent with Station development plans. As it pertains to self-help, he provides qualified professional guidance, maintains the integrity of the facilities, and ensures economical use of material and labor.

c. Self-Help Division. A division within the Base Civil Engineer Department comprised of the Self-Help Coordinator, work force, and the warehouse.

3. Background. References (a) and (b) provide Navy policy with respect to developing local self-help programs and using military labor to accomplish maintenance, repair, and construction of Department of Defense real property assets. The Station Commanding Officer is empowered to use these assets in the most cost effective mix. All work must be done per established codes and specifications. The most logical way to effectively use military labor for self-help projects is through a well-organized Self-Help Program.

4. Policy

a. The Self-Help Program at WPNSTA Yorktown shall be coordinated, managed, and executed under the direction of the WPNSTA Yorktown Base Civil Engineer, Code 09. Code 09 will ensure that the program is accomplished under qualified professional guidance, maintaining the safety and integrity of facilities and the workers, providing for economical use of material, and is consistent with local development plans and all regulations pertaining to facilities maintenance, repair, construction, and alteration.

b. Self-help unskilled personnel will be provided, when available, by other departments and tenant commands for projects under their sponsorship.

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5. Action

a. Code 09 is the Program Manager responsible for:

(1) Receiving and reviewing requests for self-help projects for scope, manpower availability, and appropriateness as a self-help project. An appropriate project is defined as:

(a) One that should reduce the critical maintenance backlog, enhance habitability of spaces or improve morale, welfare and recreation.

(b) Being consistent with Station development plans.

(c) Being cost effective.

(2) Coordinating material procurement and availability of tools and equipment required.

(3) Providing technical personnel and guidance to properly plan and complete the project including technical engineering review, safety review, and post construction inspection.

(4) Compiling information for the Bronze Hammer Award submission as per reference (c).

b. Departments or tenant commands requesting self-help projects shall:

(1) Submit requests for projects along with any plans, specifications, and material lists to Code 09. Self-help requests should be submitted on enclosure (1) noting "Self-Help Project" in Block 8 of the form, or by calling the Base Civil Engineer Trouble Call Desk at 887-4900 and placing this request verbally.

(2) Provide funds for material to be purchased for the project (reimbursable customers only).

c. It is requested that large and/or complicated projects be reviewed by and discussed with the Self-Help Coordinator prior to submission in order to ensure that the project scope and design are adequate and meet the appropriate approval criteria.

6. Forms. NAVFAC 9-11014/20 (Rev. 2-68), Work Request (Maintenance Management), is available from Code 09.


S. A. DENHAM

Distribution:
II

28 FEB 1996

(PW Department see Instructions in NAVFAC MO-321)

WORK REQUEST (MAINTENANCE MANAGEMENT)
 NAVFAC 5 11014/20 REV. 2-681 5/N 0105-LF-002-7510
 Supersedes NAVDOCKS 2351

Requestor see Instructions on Reverse Side

PART I—REQUEST (Filled out by Requestor)

1. FROM	2. REQUEST NO.
3. TO	4. DATE OF REQUEST
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START
6. FOR FURTHER INFORMATION CALL	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)	

9. FUNDS CHARGEABLE	10. SIGNATURE (Requesting Official)
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PART II—COST ESTIMATE
 (Filled out by Maintenance Control Division if estimate requested)

11. TO:	12. ESTIMATE NO.																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">13. COST ESTIMATE</th> </tr> <tr> <td style="width:15%;">a. Labor</td> <td style="width:5%;">\$</td> </tr> <tr> <td>b. Material</td> <td>\$</td> </tr> <tr> <td>c. Overhead and/or Surcharge</td> <td>\$</td> </tr> <tr> <td>d. Equipment Rental/Usage</td> <td>\$</td> </tr> <tr> <td>e. Contingency</td> <td>\$</td> </tr> <tr> <td>f. TOTAL</td> <td>\$</td> </tr> </table>	13. COST ESTIMATE		a. Labor	\$	b. Material	\$	c. Overhead and/or Surcharge	\$	d. Equipment Rental/Usage	\$	e. Contingency	\$	f. TOTAL	\$	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">14. SKETCH/PLAN ATTACHED</th> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">15.</td> </tr> <tr> <td style="width:30%;"><input type="checkbox"/> APPROVED.</td> <td>PROGRAMMING TO START IN _____</td> </tr> <tr> <td><input type="checkbox"/> APPROVED.</td> <td>BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF</td> </tr> <tr> <td></td> <td>AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE.</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> DISAPPROVED. (See Reverse Side)</td> </tr> <tr> <td style="width:60%;">16. SIGNATURE</td> <td>17. DATE</td> </tr> </table>	14. SKETCH/PLAN ATTACHED		<input type="checkbox"/> YES <input type="checkbox"/> NO		15.		<input type="checkbox"/> APPROVED.	PROGRAMMING TO START IN _____	<input type="checkbox"/> APPROVED.	BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF		AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE.	<input type="checkbox"/> DISAPPROVED. (See Reverse Side)		16. SIGNATURE	17. DATE
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PART III—ACTION (Filled out by Requestor)

18. TO:	20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	22. DATE
21. SIGNATURE	

(See Part IV on Reverse Side)

INSTRUCTIONS

IF ESTIMATE IS DESIRED BEFORE WORK IS STARTED

Requestor fills in all items in Part I, checks "Cost Estimate" in item 5, attaches sketch or plan if necessary, and checks proper block in item 7. Requestor retains last copy and forwards balance to Public Works Department.

If the Work Request is approved, the original and first copy will be returned to the requestor with Part II completed. If the requestor desires the work to proceed in accordance with the estimate provided, he should fill in Part III, checking proper block in item 19 and attaching the document citing the funds to be used. If the requestor decides not to authorize the work, the appropriate box in item 20 should be checked. The original form, in either case, is returned to the Public Works Department.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor.

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE NOT UNDER COGNIZANCE OF PWO

Requestor fills in all items in Parts I and III except item 20, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, checks proper block in item 7, checks proper block in item 19, and attaches document citing the funds to be used. Requestor retains last copy and forwards balance to Public Works Department.

If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15, 16, and 17 of Part II completed.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to requestor.

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE UNDER COGNIZANCE OF PWO

Requestor fills in all items in Part I, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, and checks proper block in item 7. Requestor retains last copy and forwards balance to the Public Works Department.

If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15 as applicable, 16 and 17 of Part II completed.

If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to requestor.

PART IV—REMARKS
