



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 11000.5B

FAC

25 Jun 01

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11000.5B

From: Commander, Naval Training Center, Great Lakes

Subj: SELF-HELP PROGRAM

Ref: (a) OPNAVINST 11000.8H

Encl: (1) Self-Help Project Guidelines
(2) Self-Help Project Flow Chart
(3) Self-Help Project Guide with attachments

1. Purpose. This instruction defines and updates the policies and procedures for the development and execution of construction, alteration, maintenance, and repair to Navy facilities by other than the Navy Public Works Center (PWC) forces at Naval Training Center (NTC), Great Lakes.

2. Cancellation. NTCGLAKESINST 11000.5A.

3. Background

a. The prospect of smaller budgets and aging facilities makes it imperative that an expanded Self-Help Program be instituted and supported at all levels. Reference (a) provides policy and procedures for military personnel to be used in the most cost-effective mix to perform Real Property Maintenance Activities (RPMA) functions.

b. In the past, Self-Help efforts were enthusiastically completed without proper documentation or accountability, which resulted in no credit being given to enable removal of facility deficiencies listed on the Annual Inspection Summary (AIS). Additionally, personnel and equipment resources were not as effectively pooled to net a greater return on limited maintenance and repair dollars, as is now necessary.

4. Policy

a. Self-Help project guidelines are provided in enclosures (1), (2) and (3). Component commands are authorized to paint,

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perform minor carpentry work, make minor plumbing and electrical repairs using the Self-Help Program for all buildings occupied or assigned to the activity. All minor maintenance and repairs shall be performed through the most economic means, consistent with mission accomplishment, total life-cycle costs, and activity/NTC development plans. Self-Help projects will concentrate on accomplishing minor maintenance and repair projects that will directly contribute to decreasing the backlog of facility deficiencies identified on the AIS.

b. Construction Battalion Unit (CBU)-401 shall be employed only on new construction, alteration, repairs, or nonrecurring maintenance projects, which also clearly provide for attaining/maintaining Unit or individual technical proficiency, or projects restricted by security. CBU personnel shall not be used in competition with PWC labor or contract services where such use can be avoided, or on elementary Self-Help efforts that require only unskilled labor.

5. Objectives. The objectives of the Self-Help Program are to:

a. Coordinate and effectively utilize all Self-Help resources at NTC Great Lakes.

b. Increase the effectiveness of Self-Help maintenance and repair dollars.

c. Achieve steady progress towards reducing facility deficiencies identified on the AIS with strict adherence to Self-Help project documentation.

6. Action

a. Self-Help Projects Manager will:

(1) Be the focal point for coordination of the Self-Help Program.

(2) Review Self-Help project packages and make final approval prior to project execution.

(3) Produce Bronze Hammer package at the end of the calendar year and submit package to Chief of Naval Education and Training.

(4) Publish quarterly reminders in the NTC Plan of the Week and Great Lakes Bulletin regarding Asbestos and Lead removal.

b. Self-Help Project Coordinator will:

(1) Ensure project packages are submitted as per enclosure (2).

(2) Ensure material and tools required for the project are in correct quantity, safe, and suited for the project.

(3) Ensure the project package has been approved by NTC Planning and Programming (Code N41), appropriate Activity Public Works Officer (APWO), NTC Safety, and Federal Fire Department prior to final approval by the Self-Help Project Manager.

(4) Periodically inspect projects underway for quality of work and safety. The Coordinator will also take progression photos with a digital camera.

c. CBU-401 Operations Chief will:

(1) Be the focal point for all CBU-401 construction projects.

(2) Screen and recommend approval/disapproval of CBU-401 construction projects.

(3) Submit project packages executed during the course of the calendar year to the Self-Help Project Manager to be included in the annual Bronze Hammer package.

d. Naval Training Center Component Commanding Officers shall provide pool resources to work on construction projects that would benefit all personnel on board the Center.

e. Tenant Command Commanding Officers shall submit requests for projects to be completed by the NTC Self-Help Division or CBU-401 to the Self-Help Project Coordinator or the CBU-401 Operations Chief as per scope of work.


D. R. O'BRIEN
Chief of Staff, Operations

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Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case A), III-A, B, C

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SELF-HELP PROJECT GUIDELINES

SELF-HELP AUTHORITY TO EXECUTE

STRUCTURAL

1. Exterior/interior painting or patching below 20 feet in height not requiring scaffolding or lift trucks.
2. Repair or replacement of window glass, screens, doors, and floor or ceiling tile.
3. Fabrication of wooden shelves, cases, podiums, etc.

ELECTRICAL

Repairs or replacement to lights, switches, or outlets, etc., which will not require an increased electrical demand to the existing system.

MECHANICAL

1. Repairs or replacement to "bulkhead out" work items such as sink traps, faucets, commodes, urinals, water fountains, etc.
2. Preventive maintenance on window air conditioning units.

REQUIRED PWC ACCOMPLISHMENTS

STRUCTURAL

1. Exterior/interior patching and all plastering above 20 feet in height requiring scaffolding or lift trucks.
2. Major building structural repairs requiring exterior patching, tuckpointing, sealing, and all roof work.
3. Forming and placement of concrete stairwells and all structural utility work.
4. Any work that will disturb lead based paint or any asbestos containing material

ELECTRICAL

1. All building electrical upgrades to accommodate an increased electrical demand.
2. All high voltage electrical work.

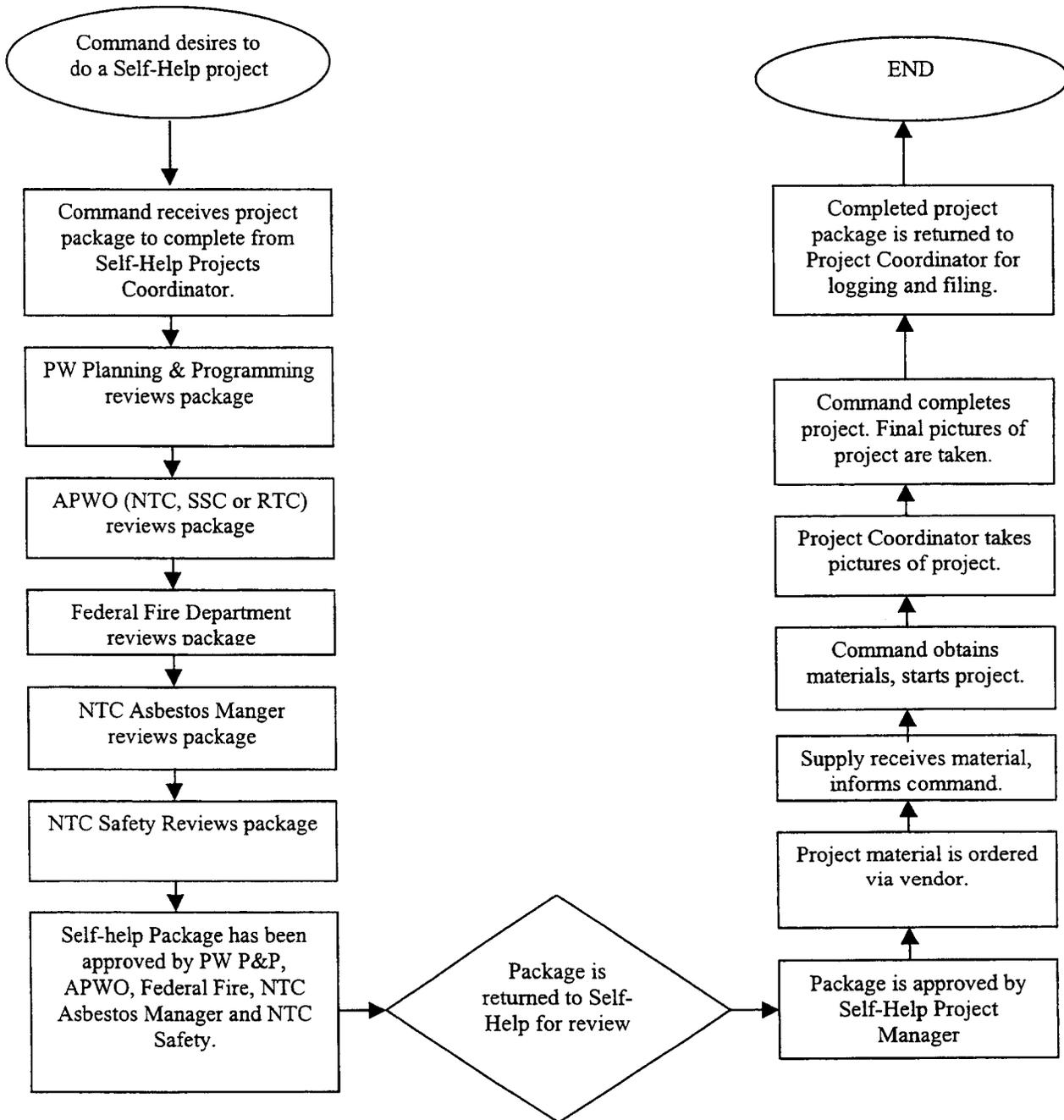
MECHANICAL

1. Repairs or replacement to "bulkhead in" work items such as water line upgrade within a wall, etc.
2. Repairs or replacement to heating, ventilation and air conditioning systems excluding window units.

GENERAL

1. Work contrary to the Base Exterior Architecture Plan will not be performed.
2. All work covered under Maintenance Service Agreements will be performed exclusively by PWC.
3. Combination projects are encouraged which meet the most cost effective RPMA criteria; e.g., "bulkhead in" PWC repairs within a wall followed up by Self-Help "bulkhead out" patching and painting.

SELF-HELP PROJECT FLOW CHART



NTC
SELF-HELP
DEPARTMENT
PROJECT GUIDE
PACKAGE

GUIDELINES FOR MAJOR SELF HELP PROJECTS

Ref: (a) CNETINST 11000.2D
(b) OPNAVINST 11000.12B
(c) NTCGLAKESINST 11000.5B

Attachment (3-1) Plan of action
Attachment (3-2) Drawing of Requested Project
Attachment (3-3) Bill of Material
Attachment (3-4) Safety Checklist
Attachment (3-5) AUL Request
Attachment (3-6) Time Tracking Sheet

1. Purpose. To provide specific guidelines for building maintenance personnel in planning, approval, material appropriation and support for major self-help projects at Naval Training Center (NTC), Great Lakes.

2. Definitions

a. Small Projects: Self-Help projects concentrating on minor maintenance or repair that will directly contribute to decreasing the back-log of facility deficiencies identified on the Annual Inspection Summary, Zone Inspections, Safety Inspections, or entries in the Equipment Deficiency List (JSN log).

b. Major Projects: Self-Help projects which involve any of the following:

(1) Construction or alteration to walls, doors, ceiling, floors or other structural components.

(2) Renovations, conversion or remodeling of a building or room.

(3) Installation of additional plumbing or electrical systems.

(4) Forming and placement of concrete sidewalk or curbing.

(5) Painting that covers an area in excess of 3,000 square feet, or painting that requires more than 10 gallons of paint.

(6) Construction of new facilities of structures.

Enclosure (3)

3. Procedures

a. For small projects, building maintenance personnel may obtain repair parts, light bulbs, plumbing fixtures and paint from Self-Help Material Issue store located in Building 5. Other items such as tools can be checked out from the Self-Help Department.

b. For Major projects, a "Plan of Action" must be routed to the Navy Public Works Center Planning & Programming Department, the NTC Fire Marshall, the NTC Safety Office, the NTC Activity Public Works Officer, and Self-Help Department for final approval. A drawing or print of the project is required, see enclosure (3). The Project Coordinator will come out to visit the project site and make recommendations. Once approved by the Self-Help Department, the package is given an "Individual Project Documentation" (IPD) number and forwarded up to Self-Help Supply. Some items may be drawn from our warehouse. The remaining items will be ordered from the customer bill of materials list.

4. Action

a. The Self-Help Project Coordinator will be responsible for tracking all major projects, ensuring photographs are taken as required, and Bronze Hammer inputs are obtained in accordance with reference (b). Ensure that each person responsible for the project understands the responsibilities required of them.

b. The originator will route all required paper work through appropriate channels to get all required signatures with dates and approval or disapproval. Deviating from the approved original scope of work at anytime without prior approval is unauthorized.

c. The Material Issue Work Center Supervisor/Self Help Project Coordinator will ensure material is issued for projects only after a Plan of Action/Work Request are approved and the IPD number is assigned. Assist personnel in placing material on order in accordance with the approved plan.

d. When there is doubt whether a project is considered Small or Large, the determination will be made by the Self-Help Project Coordinator.

e. All Hazardous Material not on the Authorized Users List (AUL) must be routed through Safety, HAZMART, Environmental, and

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Industrial Hygiene for approval; this is the originator's responsibility.

f. All time spent on the project will be tracked by the project originator and turned-in to Self-Help Projects Coordinator.

g. Review Safety Checklist prior to and during project.

h. See enclosures (1) through (7) for guidance.

PLAN OF ACTION EXAMPLE

From: Department Head, Division Officer, etc.
To: NTC Self Help

Subj: PLAN OF ACTION

1. Request to renovate office area Building 0000 room 00. The renovation consists of removal of old carpet and installation of new with pad. Room is 20ft x 30 ft. Safety has reviewed and inspected the area to be carpeted and has approved the removal of the old carpet. No asbestos tile or adhesive is under the old carpet. Scrape and remove chipped paint and repaint old and new walls. Safety tested paint chips and found them to be lead free. Will be adding an additional office. Office will be 10ft x 10ft with a wood door. Walls will be 2x4 frame with drywall. Lighting is already available. No electrical work will be done. Walls will be painted white with pine baseboard and wood door. Room is well ventilated and dust will be minimal. Respirators will not be needed as per Safety. APWO and Fire Marshall have reviewed our plans and material list to ensure we meet code for a new office. Materials will be provided by Self-Help once PWC Planning & Programming, Safety/Environmental, Fire Marshall, and APWO have approved this project package.

2. I John Doe will be responsible for the project materials and the quality of the project. I will inform the Self-Help Project Coordinator when I begin the project and keep a record of the amount of time spent on the project by each member whom works on the project. I will not start this project without first notifying Self-Help.

3. Provide a brief statement as to the benefits to the station and the impact on morale.

4. Add any additional info. The more information provided the easier it will be to get approval. Any questions contact Self-Help Project Coordinator at phone 6119 extension 25, or 5803/4.

Respectfully,
Your Signature

Paragraphs 1 thur 3 are required when submitting this form. This form is filled-out for all projects. Any deviation from what you request above must be written up and submitted through

the proper channels. Any safety violations or deviations from your submission will cause your project to be shut down and the chain of command informed of the violation/deviation. Give a detailed description of what you will be doing. The more information given, the easier it will be to get your project approved. Self-Help has final approval.

All signatures below are the responsibility of the originator to obtain and are required regardless of the nature of the project, with the EXCEPTION of the NTC Natural Resources Manager (N457C). The NTC Resources signature is only required if any plants or other natural resources are to be removed, cut, trimmed or planted.

Department Head (E7 OR Above) _____

PW Planning & Programming _____
(Bldg. 1A)

NTC Natural Resources Manager _____
(Bldg. 1A)

Fire Marshall (Bldg. 106) _____

NTC Asbestos Manager (Bldg. 3400) _____

NTC Safety (Bldg. 3400) _____

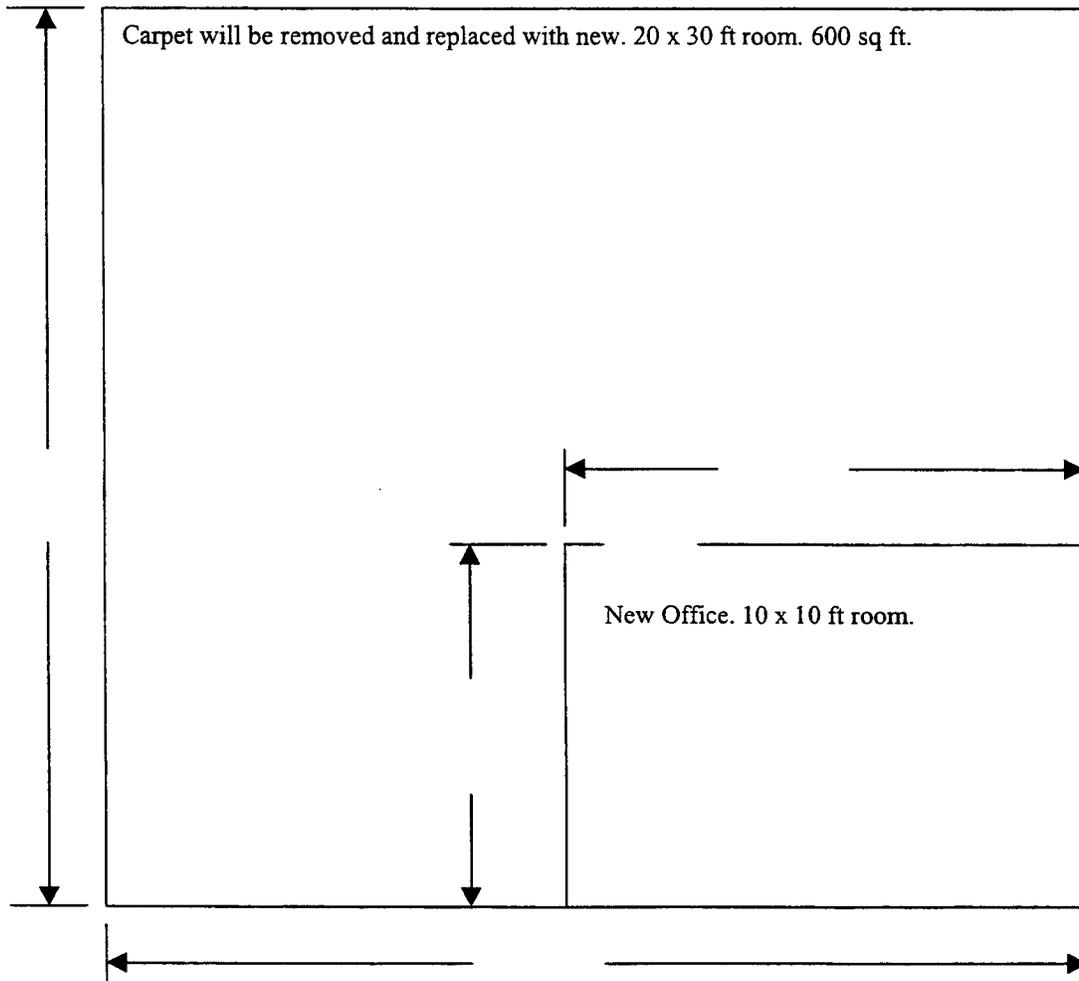
APWO (Activity, Public Works Officer) _____
RTC-Bldg. 1127, SSC-Bldg. 3,
NTC Bldg. 1A, BEQ BLDG 62

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DRAWING OF REQUESTED PROJECT

Ensure that all square footage of the room is in the drawing. Including existing walls, etc. and dimensions (measurements). Give size of walls, doors (both sides?), and floors. Length x Width (for floors), or Length x Height (for walls). Use more than one page, if necessary. (For each room)

Square footage for each room is required with all Paint projects.



Drawing must show as much detail as possible. Any renovation project must come with a drawing. With all dimensions. Use a computer or ruler to get a good description of what you will be doing.

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PROJECT SAFETY CHECKLIST

1. Personal Protective Equipment (PPE) for your Project. Using all protective equipment and/or clothing of the type required, approved and supplied for the safe performance of the task at hand. Examples:

- a. Eye protection - wood, demolition, painting, etc.
- b. Ear protection - noise level above 84db
- c. Hand protection (gloves) - demolition work, handling materials
- d. Respirators - dust, fumes.

2. Electrical Safety:

a. Does electrical power have to be secured? (Lock-out/Tag-out). A certified electrician only must accomplish this. (Request through PWC).

b. Any additional electrical capability to be added (i.e., outlets, lights) must be done through PWC. Your department is responsible for ensuring this is done.

3. If respirators are needed for project: Project Supervisor (customer) is required to go through Safety for proper training and fit testing prior to start of project. Paper dust masks are not authorized. Contact Safety prior to starting any project to see what training may be needed.

4. Removal of waste, trash shall be the responsibility of the customer. Certain items and materials must be kept out of regular trash bins. Talk to recycling and safety/environmental prior to disposal of refuse to ensure no hazardous items and materials are thrown away illegally.

5. Asbestos and lead paint are some of the biggest hazards personnel come across when they do projects on base. Check with Safety/Environmental/Asbestos Manager about surveys concerning hazards that may be in your building. . If you are doing demolition and you come across unforeseen circumstances STOP. Get in contact with Safety Environmental/Asbestos Manager.
EXAMPLE: You're removing tile that was cleared by Safety, etc.,

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and underneath that tile is another layer of tile that wasn't supposed to be there. You must stop and inform Safety, and Self-Help of this. It must be tested prior to continuing with the project. Any required testing of samples performed by the Industrial Hygiene department must be funded by the customer prior to approval or start of any project. Examples:

a. Tile that is 8"x 8" or 9"x 9", along with adhesive with it can have asbestos contained in them. If you are going to remove any tile at all you must have it checked by Safety.

b. Lead paint also is all over the base. If you are going to be chipping, scraping or sanding any surface with paint. Do not take a sample to Safety for checking, this must only be done by an approved authority. No Exceptions!

6. Knowing, understanding and complying with safety rules and regulations applicable to your assigned work and work area are your responsibility. Every tenant command has a Safety Manager. Always see them prior to starting any project to check all potential safety and environmental hazards.

7. Report to your supervisor any unsafe conditions including unusual or developing hazards or any materials that may be considered unsafe. Ensure that clothing worn is appropriate for the work assigned.

REQUEST FOR ADDITION TO THE HAZMAT AUL

PART I: GENERAL INFORMATION

FROM: _____ (Activity/Work Center) TO: **HAZMART**

_____ (Name/Rank/Rate) ROUTINE (3 Days)

_____ (Bldg Number) _____ (Phone Number) URGENT (Walk Thru)

_____ (Signature/Date) _____ (Date forwarded)

PART II: PRODUCT INFORMATION MSDS ATTACHED

Product Name: _____

Manufacturer: _____

Part/Stock Number: _____

Justification: _____
(Requirement for this material, i.e., technical manual, warranty, law, regulation, less hazardous, cost effective, JM, etc.)

3M/Attach copy of MRC _____

PART III: PRODUCT USAGE

Product usage is expected to be:
ONE TIME or MULTIPLE
(Circle one and fill in blanks)

FREQUENCY	DAYS PER	HOURS PER DAY
DAILY	XXXXXXXX	_____
WEEKLY	_____	_____
MONTHLY	_____	_____
QUARTERLY	_____	_____

a) If one time usage, how long? _____

b) Where will product be used and how will it be applied? _____

PART IV: REVIEW (SUBMIT TO HAZMART WITH MSDS FOR ROUTING)

Hazmart: _____ (Signature & Date) Approval / Disapproval
(Circle Recommendation)

Comments: _____

Industrial Hygiene: _____ (Signature & Date) Approval / Disapproval
(Circle Recommendation)

Comments: _____

Environmental: _____ (Signature & Date) Approval / Disapproval
(Circle Recommendation)

Comments: _____

Safety: _____ (Signature & Date) Approved / Disapproved
(Circle Authorization)

Comments: _____ MSDS No. _____

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PROJECT TIME TRACKING SHEET

PROJECT #NAME	SUBMITTED BY
PERIOD COVERED (START/FINISH)	SIGNATURE
NUMBER OF PERSONNEL USED	HOURS WORKED (FULL DAYS)
POC'S PHONE # & FAX #	
MANDATORY	SELF HELP PROJECT MANAGER
1. CONTACTED SELF HELP PROJECT MANAGER	
2. PRIOR TO START FOR BEFORE PICTURES	PHONE 688-5803/4
3. DURING WORK PICTURES	FAX 688-3596
4. WHEN JOB COMPLETED PICTURES	
5. FORM COMPLETELY FILLED OUT ABOVE	
THIS FORM MUST BE TURNED IN WHEN PROJECT IS COMPLETED	
REMARKS	