

NASPNCPLAINST 11014.8F  
Code 18000  
21 Feb 03

NASPNCCLA INSTRUCTION 11014.8F

Subj: SELF-HELP PROGRAM IN SUPPORT OF THE NAVY REAL PROPERTY MAINTENANCE PROGRAM

Ref: (a) OPNAVINST 11000.8H  
(b) OPNAVINST 11000.12B  
(c) CNETINST 11000.2E

Encl: (1) Authorized Standard Paint Colors  
(2) Self-Help Project Approval Routing Form (Format)  
(3) Paint/Hazmat Request Form  
(4) Materials Request Sheet & Basic Painting Material List Request P.2  
(5) Bronze Hammer Award Project Documentation (Format)  
(6) Tenant Annual Self-Help Project Plan (Format)  
(7) Self-Help Coordinator Designation Letter (Format)

1. Purpose. To establish policy for implementing the Self-Help Program in support of Navy Real Property Maintenance on board Navy Region Pensacola.
2. Cancellation. NASPNCLAINST 11014.8E
3. Scope. The principles and guidelines promulgated by this instruction are applicable to all military and civilian tenants of Navy Region Pensacola Facilities (Class I and II property).
4. Background. Reference (a) outlines the general guidelines for Self-Help programs throughout the Navy. Reference (b) addresses the annual Self-Help CNO Bronze Hammer Award. Reference (c) provides guidance for organizing Self-Help programs on board CNET host installations.
5. Abbreviations. The following abbreviations are used in this instruction:

AIS	Annual Inspection Summary
BMT	Building Maintenance Team
BQ	Bachelor Quarters
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
RPMD	Real Property Management Division
FMO	Facilities Management Officer
MTO	Material Take Off
MRI	Material Requirements Issue Document
MRP	Maintenance of Real Property
MWR	Morale, Welfare, and Recreation
NAS	Naval Air Station
NEX	Navy Exchange
NLT	Not Later Than
NPWC	Navy Public Works Center
O&MN	Operations and Maintenance Navy
P&E	Planning and Estimating

POC Point of Contact  
QOL Quality of Life  
SSN Social Security Number

NASPNCLAINST 11014.8F

6. Definitions. The following definitions apply to the Navy Region Pensacola Self-Help Program:

a. Annual Inspection Summary (AIS): An RPMD promulgated list of facility deficiencies requiring maintenance or repair.

b. Alterations: Demolition of existing structures or new construction, which changes the physical properties of facilities.

c. Base Exterior Architecture Plan and Implementation Program: A broad based working guide that categorizes long-range strategies for the planning and implementation of projects designed to improve the visual image of Navy Region Pensacola.

d. Bronze Hammer Award: Recognizes activities making outstanding contributions to improve the Naval Shore Establishment by effectively using local Self-Help forces.

e. Building Maintenance Teams (BMT's): Military (e.g., First Lieutenant Divisions) and civilian (e.g., MWR and NEX) personnel responsible for repair and maintenance of their respective facilities.

f. Clients: All Navy Region Pensacola departments and tenant commands occupying facilities maintained by Navy Region Pensacola are clients and authorized to participate in the Self-Help Program.

g. Emergency Repairs and Maintenance: Any material condition posing an immediate threat of injury or death to personnel; a loss of electrical power, an unintentional break in a water main or gas line, or an uncontrollable water leakage which threatens imminent damage to government property.

h. Routine Maintenance and Repairs: The essence of Self-Help. Non-emergency repairs and maintenance to facilities, including minor plumbing, electrical and carpentry work, as well as interior and exterior painting.

i. Self-Help: The use of local military, civilian and inmate labor (excluding PWC and commercial contractors) to perform routine facility maintenance and Self-Help Projects.

j. Self-Help Projects: Repairs, renovations, or alterations to facilities which directly enhance the quality of life of the naval work force and emphasize AIS reduction and aesthetic improvements to existing interior and exterior floors, walls, and ceilings.

k. Self-Help Stand Down: A planned, periodic stoppage of normal, routine work in order to focus on repair, maintenance, and improvement of facilities.

1. Tenant Self-Help Project Plan: A comprehensive prioritized list of proposed projects developed by Tenant Commanders and Department Heads, focusing on planned infrastructure improvements to their respective facilities.

7. Policy. Per references (a) through (c):

a. All Navy Region Pensacola Department Heads and tenant commands will seek opportunities to effectively utilize Self-Help in improving quality of life and base infrastructure, including routine building maintenance. Non-CNET tenants are strongly encouraged to participate in the Self-Help Program.

2

NASPNCLAINST 11014.8F

b. All Self-Help projects involving Navy Region Pensacola facilities, regardless of the tenant command or funding/labor source shall be approved in writing by RPMD prior to beginning work. To ensure Self-Help funds are expended equitably and within budget, material procurement for approved projects shall be completed prior to fiscal year end. Projects not conforming to this policy must be resubmitted and approved in the following fiscal year to remain active and eligible for funding.

c. Implementation of the Self-Help Program shall emphasize timely, customer service to the maximum extent possible. The regional Self-Help coordinator is available during working hours to assist in securing technical support and materials as needed.

8. General Information. The Navy Region Pensacola Self-Help Program is designed to maximize the use of shrinking MRP dollars through labor cost avoidance. The success of the program is directly proportional to the proactive participation of tenant commands/Department Heads and the efficient procurement of materials through the regional Self-Help coordinator. Two specific areas where significant savings can be realized are: (1) the reduction of PWC service calls for routine building maintenance and repairs (current expenditures approach \$1 million annually); and (2) the accomplishment of relatively simple repair and renovation projects which result in a reduction of AIS deficiencies and an improved quality of life for our military/civilian work force. The regional Self-Help coordinator is responsible for providing customer service in two distinct areas:

a. Material/Tool Issue. Orders can be placed through the regional Self-Help coordinator. The command/departmental Self-Help coordinator designated, via enclosure (7), will submit a request for materials per enclosure (4) to the regional Self-Help coordinator. Enclosure (1) contains a list of authorized paint colors for use with self-help projects. If a paint color not included in enclosure (1) is needed, a memo containing justification for use of unauthorized paint must be included in the project package. Additionally, a variety of hand and power tools are available for project use and can be checked out through the Regional Self-Help coordinator.

b. Project Technical Assistance. A professional staff of employees is available to provide assistance with project P&E, preparation of MTO's, critique of job plans, on-site supervision, and demonstration of the proper

use of power tools. The regional Self-Help coordinator is the point of contact for obtaining the needed technical assistance.

9. Action

a. Facilities Management Officer:

(1) Assume oversight authority of the Self-Help Program and provide organizational guidance and technical support to Department Heads and tenant commands.

(2) Designate a Regional Self-Help Coordinator to serve as authorized representative in matters pertaining to the daily implementation of the Self-Help Program.

(3) Provide sufficient engineering, budgeting, and planning support to integrate the Self-Help Program into the overall concept of maintenance operations. Provide military or civilian technical specialists to provide in-house and on-site technical assistance to tenants in accomplishing Self-Help projects and facilities maintenance.

3

NASPNCLAINST 11014.8F

(4) Review tenant Self-Help Project Plans and grant conceptual approval to projects that fit into the overall plan for infrastructure improvement.

(5) Develop an annual Self-Help Plan, per reference (c), which sets priorities for project accomplishment, outlines self-help goals and priorities for project accomplishment, and coordinates station capabilities and resources with the overall maintenance plan.

(6) Provide guidance to Regional Self-Help Coordinator regarding priority of project accomplishment and other related activities associated with the Self-Help Program per reference (c).

(7) Submit to CNET via the chain of command a Self-Help Summary Report per reference (d) by 31 October each fiscal year.

(8) Publicize Self-Help goals and successes in the Plan of the Week. Solicit base newspaper coverage of particularly noteworthy Self-Help accomplishments.

(9) Coordinate the timely compilation of written and photographic data for the annual CNO Bronze Hammer Award and prepare package per reference (b).

(10) Coordinate with PWC to ensure overall program goals are understood and supported. Emphasize the Self-Help Program is not intended to compete with PWC.

(11) Develop and maintain a SOP establishing procedures for operation of the store, paying particular attention to material acquisition, control, and reissue.

b. Regional Command Self-Help Coordinator:

(1) Assume responsibility for directing Department and tenant Self-Help Coordinators in P&E, execution, supervision, and quality assurance of all approved Self-Help projects. Provide guidance in the preparation of detailed job scopes, plans, and diagrams, as required for each Self-Help project. Assist tenant Self-Help Coordinators with expediting material procurement and completing MRI's and paint requests per enclosure (3&4). Work shall not begin until the project package is approved by the FMO or his authorized representative. The signed approval will be posted on the work site for the duration of the project.

(2) Pay particular attention to projects that may involve hazardous substances such as lead paint or asbestos, outdoor projects that may affect wetlands or other sensitive environmental areas, and historically sensitive structures and areas. Ensure cognizant offices (e.g. Safety, Environmental) are involved throughout the project duration.

(3) Coordinate all Bronze Hammer data, per enclosure (5), for each Self-Help project. Ensure every effort is made to compile a photographic history of each Self-Help project. Progress photos will be taken from the same location when at all possible. The aesthetic value of the photograph should be the primary goal.

c. Navy Region Pensacola Departments, tenant commands, non-CNET tenants and NEX /MWR Departments:

(1) Designate, per enclosure (7), a Self-Help Coordinator (E-7 or above) to serve as the primary POC for all Self-Help projects. Building managers, command/departmental First Lieutenant Division CPO's, and other civilian maintenance supervisors are ideal for this purpose. Ensure compliance with Privacy Act requirements.

(2) For Self-Help painting projects requiring only paint, submit enclosure (3). If a paint color not included in enclosure (1) is needed, a memo containing justification for use of unauthorized paint must be included in the project package. Prepare job scopes, plans, and MRI's for each Self-Help project that encompasses repairs, alterations or maintenance and route for approval signatures through the Regional Self-Help Coordinator per enclosure (2). Work shall not begin until the FMO or his authorized representative approves the project package. All Self-Help projects will post their approved Self-Help package in a conspicuous location on the work site to serve as the building permit. Regional staff will shut down unauthorized projects.

(3) Prepare a Self-Help Project Plan per enclosure (6) that supports the program's policy. Submit the plan each year NLT 31 July. Include rough material cost estimates and shop drawings for each project to facilitate conceptual approval or disapproval by the FMO. Approved projects shall be

completed in order of priority. Resubmitting plans per enclosure (6) will facilitate updating and reprioritizing of projects. This input is used by RPMD to develop a base-wide annual plan per reference (c) and to locally budget and allocate Self-Help funds. Projects on the annual plan have priority over "last minute" projects.

(4) Track and document Bronze Hammer data, per enclosure (5), for respective Self-Help projects. Provide project status updates weekly and Bronze Hammer documentation upon completion to the Regional Self-Help Coordinator. Coordinate with the Regional Self-Help Coordinator in taking progress photographs of Self-Help projects. The photographs are critical to the Bronze Hammer submission process and cannot be ignored. Failure to comply may result in disapproval of future Self-Help projects.

(5) Utilize BMT's to the maximum extent practicable to perform routine facility maintenance within their level of expertise. Do not compromise safety or environmental codes and regulations in the accomplishment of Self-Help projects.

(6) Conduct Self-Help stand-downs, as required to focus on planned repair, maintenance, and improvement of facilities.

/s/  
J.M. PRUITT

Distribution:

A C D  
(NASPNCLAINST 5216.1S)

Stocked:

Commanding Officer  
NAS Pensacola  
190 Radford Blvd  
Pensacola, FL 32508-5217

5

NASPNCLAINST 11014.8F

**AUTHORIZED STANDARD PAINT COLORS**

<u>COLOR</u>	<u>COLOR CHIP #</u>	<u>NSN/LIIN</u>
BEIGE SEMI-GLOSS 8010-01-396-6774		27769
BLACK SEMI-GLOSS (GLIDDEN) 1 GL	17038	8010-00-F05-2934
BLACK FLAT	37038	8010-00-823-7964
BLUE SEMI-GLOSS (FED STANDARD 595a)	25526	8010-00-N01-5526
BROWN SEMI-GLOSS	20117	8010-01-380-2346
BROWN OXFORD (CORONADO)	NONE	8010-00-N01-7528

GRAY DARK SEMI-GLOSS	26134	8010-01-336-0519
GRAY SLATE SEMI-GLOSS	26231	8010-01-396-6773
GREEN GLOSS	14062	8010-01-333-9440
ORANGE INTERNATIONAL GLOSS	12917	8010-01-333-9811
WHITE SEMI-GLOSS (GLIDDEN) <b>5 GL</b>	28775	<b><u>8010-00-N08-3622</u></b>
WHITE SEMI-GLOSS (SHERWIN WILLIAMS) <b>1 GL</b>	27925	8010-00-B31-W251
WHITE OFFWHITE SEMI-GLOSS	27880	8010-01-380-3241
WHITE OFF WHITE SIMI-GLOSS EGGSHELL	NONE	8010-00-N00-0110
WHITE SEMI-GLOSS EGGSHELL (SHERWIN WILLIAMS)W251	20251	8010-00-B20-W251
<b>WHITE SEMI-GLOSS OFF WHITE EGGSHELL (GLIDDEN) 1GL</b>	<b>NONE</b>	<b><u>8010-00-N08-3623</u></b>
WHITE FLAT (CORONADO)	37875	8010-00-N06-0127
WHITE EXTERIOR PAINT (BEQ)		8010-00-N01-0260
YELLOW GLOSS		13538 8010-01-
333-9450		
YELLOW FLAT (CORONADO)	33538	8010-00-N05-6580
PRIMER/SEALER/BLOCK FILLER	NONE	8010-00-MP1-1600
THOMPSON WATER SEAL	NONE	8030-00-555-2878
SEALKRETE WATER SEALER	NONE	8030-00-F05-
4561		
<b>FAST &amp; FINAL (DRYWALL REPAIR SPACKLE/MUD)</b>		<b><u>8030-</u></b>
<b>00-F00-1214</b>		
<b>JOINT COMPOUND (5 GL)</b>	<b>\$8.98</b>	<b>5640-00-454-</b>
9351		
<b>TRAFFIC PAINT:</b>		
WHITE (1 GL)	NONE	8010-00-N04-
3644		
(5 GL)	NONE	8010-00-F01-
2489		
YELLOW (1 GL)	NONE	8010-00-N05-
6580		
(5 GL)		8010-00-N06-
6156		
BLUE (1 GL)	NONE	8010-00-N06-
3030		
RED (1 GL)		8010-01-333-
9813		

**SELF-HELP PROJECT ROUTING**

RPMD SELF-HELP PROJECT NUMBER \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ . BLDG/FACILITY \_\_\_\_\_  
 WORK DESCRIPTION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 UNIT/CMD \_\_\_\_\_ PRIORITY (START DATE) \_\_\_\_\_  
 POC \_\_\_\_\_ PHONE# \_\_\_\_\_

Review the attached Self-Help project job scope and attach separate memo explaining any special considerations or conditions as applicable to your area of expertise.

- |  |   |
|--|---|
| <p>1. <b>PLANNING &amp; OPERATIONS:</b><br/>                 _____<br/>                 (SIGNATURE/DATE)</p>   | <p>CONCEPTUALLY APPROVED: YES NO<br/>                 ON YEARLY PLAN: YES NO</p>          |
| <p>2. <b>REGIONAL SELF HELP COORDINATOR:</b><br/>                 _____<br/>                 (SIGNATURE / DATE)</p>  | <p>CONCEPTUALLY APPROVED: YES NO</p>  |
| <p>3. FMD REQUIREMENTS:<br/>                 DIG/EXCAVATE PERMIT:<br/>                 _____<br/>                 (SIGNATURE / DATE)</p> <p>SPACE REQUEST:<br/>                 _____<br/>                 (SIGNATURE / DATE)</p> <p>CULTURAL RESOURCE CONSIDERATION:<br/>                 _____<br/>                 (SIGNATURE / DATE)</p> | <p>YES NO<br/>                 YES NO<br/>                 YES NO</p>                     |
| <p>4. NAS ENVIRONMENTAL:<br/>                 NATURAL RESOURCES:<br/>                 _____<br/>                 (SIGNATURE/DATE)</p> <p>ENVIROMENTAL PERMITS<br/>                 _____<br/>                 (SIGNATURE/DATE)</p>   | <p>SPECIAL CONSIDERATIONS: YES NO<br/>                 SPECIAL CONSIDERATIONS: YES NO</p> |
| <p>5. <b>NAS SAFETY DEPT:</b><br/>                 _____<br/>                 (SIGNATURE/DATE)</p>   | <p>SPECIAL CONSIDERATIONS: YES NO</p>   |
| <p>6. INDUSTRIAL HYGIENE:<br/>                 _____<br/>                 (SIGNATURE/DATE)</p>   | <p>SPECIAL CONSIDERATIONS: YES NO</p>   |
| <p>7. <b>NAS FIRE DEPT:</b><br/>                 _____</p>   | <p>SPECIAL CONSIDERATIONS: YES NO</p>   |



IMPORTANT NOTES:

1. No chipping or scraping
2. Ensure no painting of fire sprinklers or any safety related items.
3. Ensure all materials are properly utilized, stored, and returned upon completion.

Material requested is for a one-time paint usage. I acknowledge and fully understand that, prior to approval of this request, I must adhere to the items listed above.

POC

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure (3)



Microsoft Excel  
Worksheet

NAS PENSACOLA BRONZE HAMMER AWARD DOCUMENTATION

1. Project Location:
2. Project # & Title:
3. Project Description:
4. Fund Source:
5. Total Funds Expended on the Project:
6. Composition of the Work Force for this Project:
  - Total Self-Help: \_\_\_\_\_
  - Total Seabees: \_\_\_\_\_
  - Total Personnel: \_\_\_\_\_
7. Man-days Expended on this Project:
  - Total Self-Help: \_\_\_\_\_
  - Total Seabees: \_\_\_\_\_
  - Total Man-days Expended: \_\_\_\_\_
8. Project Status:
  - Project Start Date: \_\_\_\_\_
  - Project Completion Date: \_\_\_\_\_
9. Plans and Specifications Provided by:
10. Benefits to the Station and Impact on Morale:

Enclosure (5)

NASPNCLAINST 11014.8F

LETTERHEAD  
(as appropriate)

From: (Tenant Command or NAS Pensacola Department Head)  
To: Commanding Officer, Naval Air Station Pensacola (Code 18401)  
Subj: (COMMAND/DEPARTMENTAL) SELF-HELP PROJECT PLAN  
Ref: (a) NASPNCLAINST 11014.8F

1. Per reference (a), the following Self-Help Plan is submitted for fiscal year xx.

Priority  
1  
Bldg. XXXX Ready Room/Coffee Mess

Project Description

In this section, give a detailed description of the requested project, noting specific reference to AIS discrepancies and benefits of the project.

Estimated material cost. \_\_\_\_\_

Funding/material source. (RPMD/Other)

Priority  
2  
Bldg. XXXX etc.

Project Description

Estimated material cost. \_\_\_\_\_

Funding/material source. (RPMD/Other)

(Tenant Commander or by direction)

Enclosure (6)  
NASPNCLAINST 11014.8F

LETTER HEAD  
(as appropriate)

From: (Tenant Command or NAS Pensacola Department Head)  
To: Commanding Officer, Naval Air Station, Pensacola (Code 18401)

Subj: (COMMAND/DEPARTMENTAL) SELF-HELP COORDINATOR

Ref: (a) NASPNCLAINST 11014.8E

1. Per reference (a), (Rate/Rank/Civ; First Initial, Last Name; SSN; PRD; Phone Number) is assigned as my (command/departmental) Self-Help Coordinator. He/She is the primary point of contact for all matters related to Self-Help within my (command/department).

2. (Rate/Rank; First Initial, Last Name, SSN; PRD; Phone Number) is my authorized (command/departmental) point of contact to utilize Self-Help central tool issue.

(Tenant Commander or by direction)

Enclosure (7)