DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 11000.3C
N44
SEP 3 0 2010

NAVBASE SAN DIEGO INSTRUCTION 11000.3C

Subj: SELF-HELP PROGRAM

Ref: (a) OPNAVINST 11000.8H

Encl: (1) Self-Help Project Request

1. Purpose. To provide guidance, establish procedures and assign responsibilities for the Naval Base San Diego (NBSD) Self-Help Program.

2. Cancellation. NAVSTASDIEGOINST 11000.3B. This is a complete revision and should be read in its entirety.

3. Background

a. Reference (a) promulgates and emphasizes a dynamic program for improving shore installation habitability. Great emphasis is placed on the Self-Help Program, and reliance upon Civil Engineer Corps officers and Seabee personnel for professional and technical guidance to assist activities in carrying out the program.

b. Self-help assistance will be provided by the Naval Base San Diego Public Works Department (PWD), Self-Help Division, as outlined below.

4. Policy

a. To the maximum extent possible, Seabee assistance will be limited to providing a working supervisor and technical advisors.

b. Project priorities will be determined by the Commanding Officer NBSD. Preference will normally be given to those projects which will serve the broadest spectrum of assigned military personnel.

c. NBSD Department Heads and tenant commands requesting Self-Help assistance will follow the submittal procedures, utilizing enclosure (1). Of utmost importance is to provide adequate personnel to complete the project in a timely manner.

d. Plans and construction criteria for all construction projects will be coordinated with the Federal Fire Department, Fire Prevention Division for application of current fire protection engineering practices.

e. All projects which require removal of material will be tested by Occupational Health Department for possible health hazards prior to removal of any material.

f. Tenant commands will coordinate all proposed Self-Help projects with their assigned Tenant Liason.

5. Action

a. The NBSD Public Works Department Self-Help Division Officer is designated as Self-Help Program Coordinator. Responsibilities include, but are not limited to, the following:

(1) Establishment of recommended priorities. Factors to be considered when developing priorities will include the availability of funds, compatibility with approved master plan, impact on personnel morale, and availability of work force personnel.

(2) Inspection of work in progress to ensure standards of construction and quality workmanship are adhered to on all projects.

(3) Preparation of recurring and special reports as required by higher authority.

b. NBSD Department Heads and tenant commands, through their Building Monitor and Tenant liason, will submit Self-Help project requests to Self-Help Operations Petty Officer, utilizing enclosure (1). Submission should provide sufficient information (project description, justification, available personnel, requested start date, etc.) to enable evaluation of each proposed project.

c. All tenant submissions will be vetted through the PWD work induction board to ensure alignment with the NBSD 2035 vision and other base projects.

R. L. WILLIAMSON

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SELF-HELP PROJECT REQUEST

Date: _____ SELF-HELP PROJECT REQUEST Project Number: _____
From: Self-Help Coordinator: _____ Routing
To: SCE Self-Help Coordinator Proj Coord _____ Computer Input _____
Proj MGR _____ Photographer _____
P&E _____

Section 1: Customer Information

Command: _____ UIC: _____ Building No: _____

Command Self-Help Coordinator: _____ Phone: _____

Project Contact Person: _____ Phone: _____

E-mail Address: _____

Project Description: _____

Request Start Date: _____ Plans attached Yes_____ No_____

Request Assistance: Materials Only _____ Crew Leader _____ Technical Assistance_____

Additional Personnel ____ Other _____Explain: _____

Building Monitor: _____ Date: _____
Signature

Print Name: _____

Tenant Liaison: _____ Date: _____
Signature

Print Name: _____

Section 2: Project Information

Date Project Started: _____ Date Project Completed: _____
Composition of Work Force: Man-Hours Expended:
Total Self-Help: _____ Total Self-Help: _____
Total Seabees: _____ Total Seabees: _____

Benefits and Morale Impact: _____

Section 3: Self-Help Planning and Estimating Section

Planner: _____ Phone No.: _____ Date:_____
Project Title: _____ Plans and Specs Provided by: _____
Est Start Date: _____ Estimated Man-Hours: _____ Material Cost: _____
Est Comp. Date: _____ Project Scope: _____