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DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL STATION  
PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 11000.4F

20  
19 MAY 1995

NAVSTA PEARL INSTRUCTION 11000.4F

Subj: SELF-HELP PROGRAM FOR PERSONNEL SUPPORT FACILITIES

Ref: (a) OPNAVINST 11000.8H  
(b) CINCPACFLTINST 11000.4C

Encl: (1) Self-Help Work Request

1. Purpose. To provide guidance, establish procedures, and assign responsibilities for the improvement of personnel support facilities at NAVSTA PEARL through the Self-Help Program.

2. Cancellation. NAVSTAPEARLINST 11000.4E

3. Background

a. References (a) and (b) explain and emphasize a dynamic program for improving shore station habitability. Great emphasis is placed on the Self-Help Program. Civil Engineer Corps officers and Seabee personnel are available for professional and technical guidance in assisting activities to carry out the self-help program.

b. Seabee assistance is available from the Staff Civil Engineer Department, Construction Battalion Unit 413, local Reserve Naval Construction Force personnel, and other Naval Construction Force units deployed within the Pearl Harbor area.

c. Generally, any activity that is under the cognizance of CINCPACFLT is eligible to use NAVSTA Self-Help. Tenant commands using Naval Station facilities are also eligible to use NAVSTA Self-Help. Other activities at Pearl Harbor using non-Naval Station facilities must establish accounts for material charges. The services of the Self-Help Center will be available with established accounts.

4. Mission. The mission of the Self-Help program is to have the Seabees act as technical advisors by assisting and managing the requesting activity's work force until the project is completed.

5. Policy

a. To the maximum extent possible, Seabee assistance will be limited to providing working supervisors and technical advisors. Effective use of the requesting activity's work force is the key for a successful self-help program. If sufficient self-help work force is not available from the requesting activity, Seabee personnel may support the project when available. Timeliness of completion may be impacted in this instance by higher priority requirements which could intermittently pull some Seabee personnel off of the job.

| <i>Leave Blank. Self Help Personnel will Complete this Section.</i> |      |      |  |
|---|------|------|--|
| RECEIVED  | Name | Date |  |
| LOGGED  | Name | Date |  |
| SAFETY CHECK  | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| ASBESTOS CHECK  | Name | Date | PRESENT:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| LEAD PAINT CHECK  | Name | Date | PRESENT:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| COMMENTS:   |      |      |  |
| FIRE CHECK  | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| COMMENTS:   |      |      |  |
| HISTORICAL CLERK CHECK  | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| COMMENTS:   |      |      |  |
| SELF HELP DIV OFFICER   | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |

| <i>Leave Blank. Self Help Personnel will Complete this Section.</i> |      |      |  |
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| ASBESTOS CHECK  | Name | Date | PRESENT:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| LEAD PAINT CHECK  | Name | Date | PRESENT:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
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| FIRE CHECK  | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
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| HISTORICAL CLERK CHECK  | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| COMMENTS:   |      |      |  |
| SELF HELP DIV OFFICER   | Name | Date | APPROVED:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |

NAVSTAPPEARLINST 11000.4F  
19 MAY 1995

| NAVAL STATION PEARL HARBOR SELF HELP WORK REQUEST  |                   |   |                    |
|--|-------------------|---|--------------------|
| From:  |                   |   |                    |
| 1. Bldg No.:   | Project Location: |   |                    |
| 2. Point of Contact:   |                   | Phone:                                      |                    |
| 3. Description of Project ( <i>attach drawings</i> ):  |                   |   |                    |
| 4. Desired Start Date:   | a. Earliest Date: | b. Latest Date:                             | c. Date Available: |
| 5. LOCAL MANPOWER TO BE DEDICATED TO THE PROJECT   |                   |   |                    |
| Number:  |                   | Skill Levels (Trade Expertise):             |                    |
| a. Officer/Enlisted:   |                   | b. Civilian:                                |                    |
| c. Special Notes/Constraints:  |                   |   |                    |
| 6. Technical assistance required: <input type="checkbox"/> YES <input type="checkbox"/> NO       |                   |   |                    |
| 7. Command Appointed Representative Name:  |                   | Command Appointed Representative Signature: |                    |
| From: NAVSTA PEARL Staff Civil Engineer (Code 20)  |                   |   | Date:              |
| To:  |                   |   |                    |
| 1. Your project has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. |                   |   |                    |
| 2. If you have any questions or concerns please contact BUC Painter at 474-4084.                 |                   |   |                    |
| R. M. NATSUHARA<br>LCDR, SCE   |                   |   |                    |

Copy to:  
Code 217

Encl (1)

NAVSTAPEARLINST 11000.4F

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Distribution:

NAVSTAPEARLINST 5605.2C

List I, Case 1 (NAVSTA PEARL depts/offices) (Less Code 20) (Code 20 - 25 copies)

List II, Case 3 (Commands/activities for which NAVSTA PEARL provides support/services - tenants)

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Pearl harbor, HI 96860-6000

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b. Project priorities will be determined by the Naval Station Staff Civil Engineer, under the direction of the Commanding Officer, Naval Station, Pearl Harbor. Preference is given to those projects that increase safety, quality of life of the workplace, and living conditions of the bachelor quarters.

c. Naval Station departments or tenants requesting a self-help project shall follow the submittal procedures outlined in enclosure (1). All requests, whether Seabee assistance is required or not, shall be routed through Safety, Federal Fire Department, Environmental, and the Historical Preservation Office to ensure the project complies with local requirements.

6. Action

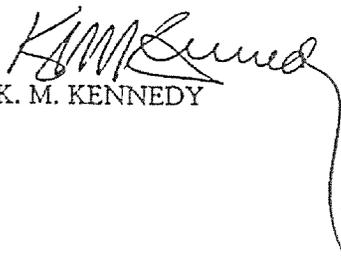
a. The Staff Civil Engineer, Naval Station, Pearl Harbor (Code 20) is designated as Self-Help Program Coordinator. Responsibilities include, but are not necessarily limited to, the following:

(1) Establishing and recommending priorities. Factors considered when developing priorities include the availability of funds, compatibility with the approved Master Plan, affect on personnel and morale, and availability of self-help personnel.

(2) Preparing various recurring and special reports as required by higher echelons.

(3) Inspecting work in progress to ensure quality construction.

b. Department heads, assistants, and tenant representatives shall submit all requests for potential self-help projects to the Staff Civil Engineer (Code 20). Requests should provide adequate information, including justification for the project, availability of funds, and desired start/completion date, to help Code 20 evaluate each project. One of the most important factors in evaluating a project is the number of departmental or tenant self-helpers that will provide the labor for the project. Departments and tenant commands are responsible for ensuring these individuals assist for the duration of the project as mandated by the Seabee technical advisors. Time sheets will be kept by the departments and tenant commands and will be forwarded to Self-Help (Code 217) after completion of the project. These time sheets are critical in calculating the amount of money saved per year through the Self-Help Program.

  
K. M. KENNEDY