



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 11000.2B
02OPM
13 Aug 03

NAVDENCEN SOUTHWEST INSTRUCTION 11000.2B

Subj: SELF-HELP PROGRAM

Ref: (a) OPNAVINST 11000.8H

Encl: (1) Request for Self-Help Project Authorization

1. Purpose. To establish policy and assign responsibilities for self-help projects within Naval Dental Center Southwest.
2. Cancellation. NAVDENCENSIEGOINST 11000.2A
3. Background. The austere fiscal climate in which we operate dictates maximum utilization of resources for maintenance and repair of our dental facilities. Reference (a) grants Commanding Officers of shore activities authority to use the most effective mix of DoD civilian, military personnel and contractor forces to do essential maintenance and improvements of facilities on Navy shore installations. One highly effective source of labor for shore facility maintenance is the self-help program.
4. Definition. Self-help is the use of local military and civilian Navy manpower, not normally assigned to real property maintenance functions, to perform real property maintenance, repair, or alteration. This manpower is anticipated to be unskilled or semi-skilled in alteration and maintenance work. Examples of self-help projects are: patching and painting the interior surfaces of buildings, replacing light bulbs, replacing or repairing ceiling tiles, mounting and/or relocating small equipment.
5. Policy
 - a. The use of military personnel in real property maintenance beyond the traditional habitability, morale, welfare and recreation areas is authorized under reference (a).
 - b. Directors and Department Heads are encouraged to undertake self-help projects.
 - c. Self-help projects will be coordinated with the command facilities manager.
6. Responsibility. The Head, Operating Management Department is assigned as facilities manager and is responsible for the coordination and approval of all self-help projects within the command.

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7. Procedures

a. Requests for self-help project authorizations will be submitted to the command facilities manager using enclosure (1).

b. Contemplated self-help projects will be thoroughly investigated and studied prior to request submission to ensure that work is within the capability of expected work force personnel.

c. No material will be procured, nor any work started, until written authorization is received from the command facilities manager.

8. Action. All directors and department heads will familiarize themselves with this instruction and ensure procedures outlined in this instruction are adhered to.



J. W. KIRBY

Dist:
List I, Case 1, 2

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Date

From: Director/Department Head, _____
To: Head, Operating Management Department

Subj: REQUEST FOR SELF-HELP PROJECT AUTHORIZATION

Ref: (a) NDCSWINST 110002.B

1. Under reference (a), I request authorization for the following self-help project:

a. Work Description: (include Bldg. #, Room #, complete description of the project, materials required, tools to be used, workforce, technical guidance or assistance needed, projected start/completion date, and any other appropriate information)

b. Justification: _____

2. Point of contact for this project is _____
at telephone number _____.

Director/ Department Head Signature

Enclosure (1)