



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 11000.8J
N46
23 Aug 2012

OPNAV INSTRUCTION 11000.8J

From: Chief of Naval Operations

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

Ref: (a) DoD Instruction 4165.70 of 6 April 2005
(b) OPNAVINST 11010.20G

1. Purpose. To issue policies and responsibilities for the development and execution of local self-help programs within the Navy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 11000.8H.

3. Definitions

a. Self-Help. The use of local military and civilian Navy manpower to perform minor construction, maintenance, and repair work. Supervision and technical expertise can be supplied by Seabee ratings or technically skilled military or civilian individuals from the installation public works department (PWD).

b. Organizational Self-Help. A unit's personnel working in the unit's own work spaces performing "handyman" and general maintenance and repair projects.

c. Self-Help Branch. A branch working under the installation public works officer (PWO). The organization is normally based around a permanent core of Seabees and or enlisted technical ratings possessing the basic skills used in facility maintenance. Self-help branch capabilities may also include planning, estimating, and executing base construction, maintenance, and repair projects, as well as contingency operations and disaster recovery.

4. Background. Reference (a) sets forth policy on the management of real property. The installation commander may use

civilian, military, and contractor resources in the most effective mix to accomplish essential real property maintenance and repair.

5. Policy

a. Installations and tenant commands are strongly encouraged to implement this policy through the creation and continuing support of organized self-help programs.

b. Commanding officers may use self-help to accomplish projects that reduce critical maintenance and repair backlog as well as improve habitability, morale, welfare, and recreation facilities. All projects shall be prepared per reference (b).

c. Installation PWOs must take the lead and provide technical direction and coordination for their local self-help program. This ensures the program is accomplished under qualified professional guidance, maintains the integrity of the facilities, provides for economical use of material and labor, and is consistent with activity development plans. All self-help projects shall be submitted through the installation's or region's self-help chain to the appropriate PWD personnel for approval.

d. Occupational field 7 personnel (Seabees) shall be used as a primary source to provide technical guidance and supervision to personnel assigned to self-help projects. Other qualified personnel, military or civilian, may be used at the discretion of the commanding officer.

e. Self-help programs must observe applicable Department of the Navy policies regarding competition with private industry and labor unions. Local union representatives (for both public and private employees), collective bargaining agents, and local construction contractors shall be advised of the limits and specifics of the local program to ensure that inappropriate competition with civil service or local contractors is avoided.

6. Action

a. Commander, Navy Installations Command shall serve as Chief of Naval Operations focal point for execution of the Navy Self-Help Program.

b. Installation commanding officers shall:

(1) Support the self-help program and ensure it is used to the activity's greatest advantage.

(2) Ensure that the work accomplished by the program is under proper technical direction and supervision and complies with reference (b).

(3) Identify a self-help coordinator to act as primary focal point for the self-help program, who provides organizational guidance, and technical support to tenant commands.

(4) Budget for costs associated with self-help office management, construction material, tool and equipment support, and organizational clothing, if required.

c. Installation tenant commands shall:

(1) Coordinate all self-help requests and projects with the self-help coordinator.

(2) Ensure projects are submitted via the local installation's or region's work permit approval process.

(3) Ensure that a safety plan is developed and a skilled trade work force member (military or civilian) from PWD is requested and funded (as needed) to lead the effort.

d. Installation PWOs shall:

(1) Assist in the development, support, and operation of local self-help programs.

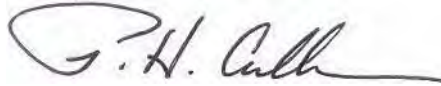
(2) Balance workload to emphasize maintenance and cost avoidance with other project delivery means.

(3) Ensure projects are approved via the local installation's or region's work permit and site approval process, and entered in asset management database.

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(4) Ensure that a safety plan is reviewed and approved, and a skilled trade work force member (military or civilian) from PWD is provided to lead the effort.

7. Records Management. Records created as a result of this instruction, regardless of media and form, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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