



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 11000.1F
N01PWC
17 JUL 2001

NAVPHIBASELCREEK INSTRUCTION 11000.1F

Subj: SELF HELP PROGRAM

Ref: (a) OPNAVINST 11000.8H (NOTAL)
(b) OPNAVINST 11000.12B

1. Purpose. To establish procedures for submission, approval and processing of Self Help projects in accordance with references (a) and (b). Changes to this instruction constitutes a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 11000.1E is hereby cancelled.

3. Definitions

a. Self Help - The use of military and civilian manpower, not normally assigned full time to real property maintenance activity functions, to perform real property maintenance, repair, alterations, or new construction. This manpower is anticipated to be unskilled or semi-skilled in construction or maintenance work. Supervision or technical expertise is supplied by Occupational Field 13 ratings (SEABEES) or other technically skilled individuals within Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK), Public Works Storefront.

b. Real Property Maintenance Activity - The various functions for maintenance and repair of facilities, the accomplishment of minor construction, the operation or purchase of utilities, and the provision of operating services and other engineering support.

c. Facility - A building, structure, or other permanent property.

d. Installed Equipment - Items of equipment that are attached to, or are an integral part of, a facility.

e. Maintenance - The recurring, day-to-day, periodic or scheduled work required to preserve real property in such condition that it may be used for its designed purpose.

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f. Repair - The restoration of real property to such condition that it may be used for its designated purpose.

g. Construction - The installation or assembly of a facility; the addition, extension, alteration, conversion, or replacement of an existing facility. The term includes installed equipment as well as related site preparation, excavation, filling and landscaping, and other land improvements.

4. Background

a. Bronze Hammer Awards are awarded to recognize activities which make outstanding contributions to improve the Naval Shore Establishment by effective use of local Self Help forces. The Self Help program is governed by reference (b). Recognition will be given to activities or units which make significant progress in self help improvements through optimal use of available resources. Achievement will be judged on the quality of completed improvements, the ingenuity exercised in execution of the program, and the command's support of the Self Help program, including funding, manpower, and material. The NAVPHIBASE LCREEK Public Works Storefront will submit Bronze Hammer Award nomination packages, to include projects completed by all tenant/supported activities.

b. References (a) and (b) establish the policy concerning the use of military and civilian personnel for the maintenance, repair, alteration, and minor construction of DOD facilities and development and execution of local Self Help programs within the Navy. Procedures are established herein for NAVPHIBASE LCREEK departments, storefronts, and tenant/supported activities to request Self Help services from the NAVPHIBASE LCREEK Public Works Storefront.

5. Information. Procedures for developing a Bronze Hammer package can be obtained from the Self Help Center, Building 3092 (DSN 462-4774). A catalog of materials carried can be picked up from the Self Help Center counter.

6. Policy. The Self Help program will be administered by the Public Works Storefront who is responsible for approval of all Self Help projects, the coordination of all SEABEE Self Help support, and ensuring the program is consistent with station priorities and the Base Engineering and Architectural Plan

(BEAP). The Public Works Storefront is also responsible for the proper budgeting and allocation of funds for projects accomplished by departments, storefronts, and tenant/supported activities who are strongly encouraged to complete projects that will reduce critical maintenance backlog as well as improve quality of life. The Self Help staff and SEABEES will be used as the primary source of technical assistance and supervision during accomplishment of all Self Help projects. All Self Help projects shall be submitted to the Public Works Storefront for inclusion in the Bronze Hammer Award nomination package to the Installation Commander.

7. Procedures. Guidelines and procedures on preparing and submitting a Bronze Hammer Package may be obtained from the counter located in the Self Help Center (bldg. 3092).

8. Action. NAVPHIBASE LCREEK departments, storefronts, and tenant/supported activities should initiate a vigorous Self Help program to accomplish maintenance, repair, and alterations to facilities in accordance with the policies and criteria contained herein. Afloat commands are encouraged to support a Self Help program by making personnel available when in port for appropriate periods of time.


W. C. WRIGHT Sr.

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