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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 11000.8H
OP-446

30 JUL 1990

OPNAV INSTRUCTION 11000.8H

From: Chief of Naval Operations

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

- Ref:
- (a) DODINST 4165.64 of 23 May 85 (NOTAL)
 - (b) SECNAVINST 11014.11B (NOTAL)
 - (c) OPNAVINST 11000.16A (NOTAL)
 - (d) OPNAVINST 11010.20E (NOTAL)
 - (e) OPNAVINST 4860.7B (NOTAL)
 - (f) OPNAVINST 5450.46J (NOTAL)
 - (g) OPNAVINST 1001.13A (NOTAL)
 - (h) OPNAVINST 11000.12A (NOTAL)

Encl: (1) Locations of CBUs, NMCBs, RNMCBs, Public
Works Centers, and Engineering Field Divisions

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 11000.8G.

3. Definitions

a. Self-Help. The use of local military and civilian Navy manpower to perform construction and maintenance work. Supervision and technical expertise can be supplied by Occupational Field 13 Ratings (Seabees), technically skilled individuals from existing public works departments and centers, or Naval Construction Force (NCF) units.

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 Division. A division working under the base facility manager, run by the host activity with tenant activity support. The organization is based around a permanent core of either Seabees or sea-intensive technical ratings such as HT, MM, EM, AS, and ET who possess basic skills used in facility maintenance. The self-help division is separate from the first lieutenant division.



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d. Construction Battalion Unit (CBU) (as related to self-help). A unit of the NCF which, in peacetime, provides Seabee military and technical skill training and performs minor construction in support of Annual Inspection Summary (AIS) reduction (maintenance and repair) and construction. CBUs can be combined with other self-help personnel to benefit from the CBU expertise, equipment, and tool allowance.

e. Naval Mobile Construction Battalion (NMCB). A unit of the NCF which provides responsive military construction support to Naval, Marine Corps and other forces in military operations, constructs base facilities, and conducts defensive operations as required by the circumstances of the deployment situation. In time of emergency or disaster, NMCBs conduct disaster control and recovery operations, including emergency public works operating functions, as directed.

f. Reserve Naval Mobile Construction Battalion (RNMCB) (as related to self-help). An NCF unit which, in peacetime, focuses on AIS reduction (maintenance and repair) and construction. Units may be used during drill periods to assist in self-help projects at various naval installations. RNMCBs will work closely with the local public works department or CBU to obtain tools and equipment. Direct liaison with RNMCB unit commanders is authorized.

4. Background. References (a), (b), and (c) set forth policy on the application of Department of Defense (DOD) civilian, military and contractor resources in real property maintenance. The installation commander may use these resources in the most effective mix to accomplish essential facility maintenance and repair.

5. Policy

a. Activities are strongly encouraged to implement this policy through the creation and continuing support of organized self-help programs. Emphasis should be placed upon formation and utilization of the self-help organizations described in paragraph 3.

b. Commanding Officers may use self-help to accomplish projects that reduce critical maintenance backlog identified in the AIS as well as habitability and morale, welfare and recreation projects. All projects will be prepared in accordance with references (c) and (d).

c. The activities providing public works services within a naval complex or local Public Works Centers are to take the lead and provide technical direction and coordination for their

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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 self-help chain to the appropriate public works personnel (PW Self-Help Coordinator, Staff/Activity Civil Engineer, etc.) for approval.

d. Military personnel are permitted to work on all types of shore facilities. References (e) through (g) provide guidance on the use of active and reserve NCF personnel for project supervision. Occupational Field 13 personnel (Seabees) shall be used as a primary source to provide technical guidance and supervision to other military personnel assigned to self-help projects. Other qualified personnel, military or civilian, may be used at the discretion of the commanding officer. In coordination with the local public works organization, CBUs shall take the lead in providing expertise in their area.

e. Self-help programs must observe Chief of Naval Operations (CNO) policy regarding competition with private industry. Local union representatives, collective bargaining agents and local construction contractors shall be advised of the limits and specifics of the local program to ensure that competition with civil service or local contractors is avoided.

f. Afloat, deploying, and tenant commands shall support the program by making self-help personnel available to assist when appropriate.

g. Exceptional self-help programs shall be recognized with the Bronze Hammer Award as outlined in reference (h).

6. Action

a. Major Claimants shall:

(1) Encourage establishment and active execution of self-help programs.

(2) Consider the self-help program in the allocation of Occupational Field 13 (Seabee) billets within the claimancy.

(3) Encourage expeditious provision of material in support of self-help work.

(4) Promote use of fleet ratings possessing basic skills usable in facility maintenance.

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b. Commander, Naval Facilities Engineering Command shall serve as CNO focal point for execution of the Navy Self-Help and Bronze Hammer Award Programs.

c. Activity 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 references (c) and (d).

(3) Identify a self-help coordinator to act as primary focal point for the self-help program, providing organizational guidance and technical support to tenant commands. Tenants shall coordinate all self-help requests and projects with the self-help coordinator.

(4) Coordinate with local unions, civil service representatives and contractors to ensure that competition is avoided and that the overall program is understood and supported.

(5) Ensure that local Seabees are employed where their expertise in leadership, construction, supervision, and planning are effectively used. To the greatest extent possible, projects should provide training opportunities for Seabees. Enclosure (1) identifies the locations of all CBUs, NMCBs, RNMCBs, Public Works Centers, and Engineering Field Divisions.

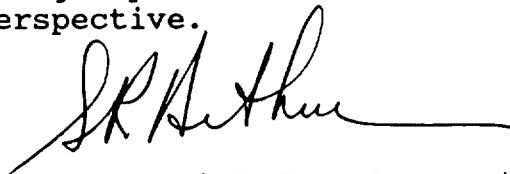
(6) Establish a focal point for examples and success stories.

d. Commanding Officers of Public Works Centers, Base Public Works Officers, and CBU Officers in Charge shall:

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

(2) Balance workload to emphasize maintenance and reduction of the AIS backlog.

(3) Liaison with local employee groups and labor unions to establish the proper "self-help" perspective.



Deputy Chief of Naval Operations
(Logistics)