

**BY ORDER OF THE COMMANDER  
35TH FIGHTER WING**

**35TH FIGHTER WING  
INSTRUCTION 32-1001**



**23 SEPTEMBER 2009  
Certified Current 9 February 2012  
Civil Engineering**

**SELF-HELP MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 35 CES/CEOSC

Certified by: 35 CES/CC  
(Lt Col Laura M. Johnson)

Supersedes: 35 FWI 32-1001, 6 June 1995

Pages: 4

---

This instruction implements AFPD 32-10, *Installations and Facilities*, and defines the Wing Self-Help Program. It provides directive requirements for the operation of all installation self-help projects. Although the principal focus is the Civil Engineer Operations Flight, this publication applies to all Misawa Air Base units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/>." Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command."

**SUMMARY OF CHANGES**

This instruction has been significantly modified and should be reviewed in entirety.

**1. Scope of Self-Help Program.**

1.1. Main Objectives. Due to the significant number of requests beyond the Civil Engineer Squadron's manpower and funding capability, not all work requests can be accomplished. The requester has the option to defer the work or to help supplement Civil Engineer resources by furnishing personnel, material, or both to accomplish the work request by self-

help. The Base Civil Engineer (BCE) is responsible for all work accomplished on the installation and real property regardless of method of accomplishment and will determine the requester's ability to accomplish self-help work. Unit commanders and delegated facility managers are the primary self-help customers and are authorized to obtain self-help materials. The 35th Civil Engineer Squadron (CES) Self-Help Center also services Family Housing (FH) occupants and issues FH U-Fix-It materials.

1.2. Restrictions. All self-help work requests will be submitted on AF Form 332, Base Civil Engineer Work Request, through the CES Customer Service Section with the following restrictions:

1.2.1. Family Housing self-help work requests require coordination through the Housing Office and Civil Engineer Capitol Asset Management office for Family Housing projects prior to submittal to the Self-Help Center.

1.2.2. Self-help projects accomplished with contract resources are not classified as self-help. The use of contract labor is not within the intent of the self-help program and incurs additional labor costs to the government, while in-house labor is a fixed cost to the government.

1.2.3. Self-help work should not be completed by civilian over hires. Employment of over hires for the means other than primary mission accomplishment is not a prudent management practice and cannot be considered donated labor within the intent of self-help.

1.2.4. Self-help work can be accomplished by use of US civilian or military members. Self-help work accomplished during duty hours must not conflict with local labor union contracts or impose additional risk to the government for injury sustained while accomplishing the self-help project. Military personnel are authorized to accomplish work at any time when required or authorized by the requestor's chain of command.

1.2.5. User organizations may donate materials. Donated materials are materials accrued from other than appropriated sources (i.e. logistics, Civil Engineer Material Control and self-help) because these were obtained without cost to the government. These are items are paid for by the using organization.

## **2. Responsibilities.**

2.1. Requesters are responsible for the accomplishment and quality of the completed self-help project in compliance with all building codes. Specific responsibilities include the following:

2.1.1. Requestors must submit AF Form 332 for proper approval and authorization requirements prior to starting any self-help project and ensuring coordination through the facility manager and commander as applicable.

2.1.2. Requestors account for all material and tools issued during the self-help project. Unused materials and tools will be returned to the Self-Help Center upon project completion.

2.1.3. Requestors ensure all safety precautions are taken during all phases of the self-help project. Requestor should not disturb asbestos, lead-based paint, PCB containing items and any other hazardous materials without proper training.

2.1.4. Requestors keep Self-Help Center monitors advised on in-progress and completion status. Interim and final project inspections along with completion of the AF Form 327, Base Civil Engineer Work Order, will be made jointly with the unit and Self-Help Center monitors.

2.2. Civil Engineer Squadron. Responsible for management and execution of the 35 FW self-help program following current PACAF guidance. Specific civil engineer responsibilities are as follows:

2.2.1. BCE. Responsible for all maintenance, renovation, and minor construction of real property on the installation. All work requests will be processed through the Work Request Review Board (WRRB) for review.

2.2.2. Operations Flight Commander/Superintendent. Responsible for executing the wing self-help program. Ensures dedicated manning is provided to the Self-Help Center and in-house civil engineer logistical and operational support is available for self-help operations.

2.2.3. Self-Help Operations, NCOIC or designee. Responsible for managing all wing self-help resources, operating the wing Self-Help Center, ensuring validity of each request, establishing financial budgets, managing self-help Civil Engineer Material Acquisition System (CEMAS) and Interim Work Information Management System (IWIMS) programs, coordinating with civil engineer maintenance elements for in-house support, providing quality indicators to major command, and conducting Quality Assurance (QA) to include coordination with Fire Safety, Wing Safety, electrical, structural, HVAC and utility on all wing and tenant self-help projects.

2.2.4. CES Customer Service. Single point receiver of all self-help requests. Responsible for managing IWIMS to insure proper approval, material/labor costing, file maintenance, closure of self-help projects, processing warranty documents and project drawings with the engineering element. Forwarding completed projects to the Asset Management Flight for costing and capitalization as required in accordance with UFC 1-300-08, Criteria For Transfer And Acceptance Of Military Real Property.

2.2.5. Material Control. Forward store manager of CEMAS. Responsible for ordering and maintaining operating levels of materials for self-help operations. Ensures proper accounting and material issues to each self-help customer.

2.2.6. Self-Help Center Monitor. Responsible for planning and estimating self-help work requests, identify any suspected hazardous materials (asbestos, lead-based paint, PCBs), establishing start/stop dates for approved projects with the requester, issuing materials and tools as required, providing technical engineering and general Air Force Occupational Safety and Health standards support, conducting in-progress inspections for QA and documents status in project folders, receiving unused materials and tools upon completion, adjusting issue/turn-in documents to provide an accurate project cost, establishing final inspections, signing AF Form 327 (on-site job coordinator) for project close-out, and filing as-built drawings with CEPT.

### **3. Location and Hours of Self-Help Center.**

3.1. The Self-Help Center is located in building 794. Store hours will be determined by the BCE and published periodically. Self-Help customers may call Self-Help Office directly at 226-4992.

#### **4. Prescribed and Adopted Forms.**

##### **4.1. Prescribed Forms:**

None

##### **4.2. Adopted Forms:**

AF Form 332, Base Civil Engineer Work Request

AF Form 327, Base Civil Engineer Work Order

AF Form 847, Recommendation for Change of Publication

DAVID R. STILWELL, Colonel, USAF  
Commander