

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

YOKOTA AIR BASE PAMPHLET 32-1098

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Civil Engineering

**CIVIL ENGINEERING (CE)
SELF-HELP PROGRAM (PA)**

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This pamphlet implements AFPAM 32-1098, *Base Civil Engineer Self-Help Guide*, and prescribes responsibilities and procedures for managing and operating the CE Self-Help Program. It applies to all assigned and associate units at Yokota Air Base (AB). This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 U.S.C., Chapter 40, *Leave*; 37 U.S.C., Chapter 9, *Leave*, and Executive Order 9397, *Social Security Number*, November 1943. Forms affected by the PA have an appropriate PA statement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updated general provision (paragraph 1.2.); updated Responsibility of Self-Help Center Manger (paragraph 2.4.); updated Self-Help Store Personnel (paragraph 2.5.5.4.); added Family Housing (FH) Occupants (paragraph 2.7.); updated Self-Help Procedures (paragraph 3.2.); added Note (paragraph 3.12. Note); added Minor Maintenance and Repair (M&R) (paragraph 4.2.); added Note (paragraph 4.2.); added M&R Examples (paragraph 4.2.1.); added Minor Construction (MC) (paragraph 4.3.); added Project Scope and Cost (paragraph 5.1.); updated Approval of Self-Help Work Request (paragraph 6.1.1.); added 374 CES/CEAN Approval of Request (paragraph 6.8.); added Removal of Self-Help Work (paragraph 8.1.); updated Tools (paragraph 10); updated Hazardous Material (Hazmat) Issued (paragraph 11.4.); and added Pest Management (paragraph 12).

1. General Provisions:

1.1. The 374th Airlift Wing (374 AW) encourages and supports the Civil Engineer (CE) Self-Help Program as much as possible, within the availability of funds and manpower and within the capability of the requester to do the work requested.

1.2. Self-Help was established as a means for organizations to accomplish minor improvements within a facility which would either be unfunded or deferred within the work order priority system due to level of work or limited funding/man-hours by CE. The Self-Help Center encompasses both the Family Housing (FH) Base-U-Fix-It Store (BUFIS) and the Self-Help Program. The consolidation of those functions eliminates duplication of material and saves considerable manpower, space, and money to provide better technical support, materials, tools, and additional instructions to the requesting organizations. The requester has the option to quickly accomplish work through self-help work. Requests for self-help work are closely reviewed by 374 CES personnel to ensure the requester has the technical ability to complete the work. The Facility Manager (FM) and FH occupant are responsible for all work done on real property including self-help. More complex work gets detailed reviews before approval to prevent accidents and to determine requester's capability to do the work. Customers will be held monetarily liable for any corrective or collateral facility work required due to unauthorized work. Self-Help supplies are only used for Yokota Air Base installation.

2. Responsibilities Assigned:

2.1. The Self-Help Program is a base responsibility and to ensure success of the Self-Help Program, financial and manpower support from base resources is essential.

2.2. 374th Civil Engineer Squadron Commander (374 CES/CC). General Manager of the Self-Help Program.

2.3. The 374 CES Chief, Material Acquisition. Supervises the operation of the Self-Help Program.

2.4. The 374 CES Self-Help Center Manager:

2.4.1. Executes the Self-Help Program and reports to the Chief, Material Acquisition.

2.4.2. Processes all self-help requests.

2.4.3. Provides material support, planning assistance, and inspection service.

2.4.4. Operates the Self-Help Store; and supervising all personnel assigned to the Self-Help Program.

2.5. Self-Help Store personnel:

2.5.1. Receive an AF Form 332, *Base Civil Engineer Work Request*, and ensure it is administratively correct.

2.5.2. Ensure self-help requests are approved or disapproved at appropriate approval levels and provide an explanation to the customer for any disapproval.

2.5.3. Maintain logs or files of on-going and completed self-help work, retaining records on file for a period of 2 years.

2.5.4. Coordinate work with the appropriate shop and shop scheduler when the CE shop support is required.

2.5.5. Create and maintain work order numbers for self-help projects. Ensure proper costing of material and labor to work orders.

2.5.5.1. Provide a limited-scope planning service.

2.5.5.2. Conduct in-progress work inspections to ensure proper safety procedures are being followed and all materials are being used for the stated purposes.

2.5.5.3. Receive, warehouse, account for, and issue materials for accomplishment of self-help work.

2.5.5.4. When assigned by the Self-Help Center Manager, serve as a self-help monitor and brief the requester on the following:

2.5.5.4.1. Nature and scope of the CE support.

2.5.5.4.2. Normal safety precautions.

2.5.5.4.3. Material support.

2.5.5.4.4. Start and completion dates.

2.5.5.4.5. Return of borrowed tools and unused materials.

2.5.5.4.6. Final inspection.

2.5.5.5. Close out work orders upon completion.

2.6. Using organization:

2.6.1. Submit self-help work request to the Self-Help Center on an AF Form 332.

2.6.2. Attain requester signature on AF Form 332 from using organizational commander.

2.6.3. Responsible for the timely accomplishment of self-help work and the quality of the finished product.

2.6.4. Responsible to ensure the project presents a quality appearance and meets the minimum required construction standards set by the Self-Help Center.

2.6.5. Ensure self-help materials are only used for approved self-help work.

2.7. FH Occupants: Refer to 374 AWPAM 32-8, *Family Housing (FH) Pamphlet Yokota Air Base (AB), Japan*, for more specific instructions.

3. Self-Help Procedures:

3.1. Submit self-help work requests to the Self-Help Center, Building 933, on an AF Form 332 (see paragraph 7). The AF Form 332 must be signed by the squadron commander in block 11 and coordinated through the FM.

3.2. Requester will coordinate the AF Form 332 through 374 AW Safety (374 AW/SE), 374 CES Fire Emergency Services (374 CES/CEF), 374 CES Environmental Element (374 CES/CEAN) and other organizations as required by the Self-Help Center. If excavation is required, four inches (100 mm) or deeper, or walls are to be removed or penetrated, the requester must process and have on-hand a approved copy of the AF Form 103, *Base Civil Engineer Work Clearance Request*, at the site. In addition, if excavation is over four feet or deeper, coordinate with the Self-Help Program Manager to ensure that a competent craftsman is present to comply with OSHA requirements. Appropriate floor plans, sketches, or site plans must accompany the AF Form 332. Submit requests with sufficient lead times to enable CE to meet the required start date, usually 30 to 90 days. This time will vary depending on the complexity of the project and material availability.

3.3. The project manager and requesting organization commanders are responsible for insuring all workers conduct all self-help work request activities in compliance with environmental, fire and safety laws and directives. Weekly safety briefings will be conducted and documented and each project manager will have on file for each employee an AF Form 55, *Employee Safety and Health Record*, covering at the least the items pertaining to the self-help job to be performed.

3.4. Pick up materials by appointment within an agreed time, generally within 7 calendar days after notification that the materials are available. If the user organization fails to pick up the materials within this time, the work request will be canceled and all materials transferred to self-help stock for issue to other customers. The canceled AF Form 332 can be reinstated by the requesting organization, but the materials may not be available for issue because of issue to another customer.

3.5. Maintain control of and account for all materials issued.

3.6. Self-Help materials will not be used to accomplish work by contract.

3.7. Establish and coordinate work start and completion dates with the self-help monitor.

3.8. Commence self-help projects only with the prior written approval and coordination of CE or Self-Help Center Manager on the AF Form 332.

3.9. Provide a weekly written report signed by the organization commander that lists the name, grade, and hours worked by each individual assigned to the project, for proper cost savings accounting and manpower reporting.

3.10. Accompany the self-help monitor on all in-progress and final inspections.

3.11. Sign AF Form 327, *Base Civil Engineer Work Order*, upon completion of the work.

3.12. Turn in all unused materials and borrowed tools within 2 workdays after the final inspection of the work by the self-help monitor.

Note: The Self-Help Center Manager is the approval authority for enforcement of acceptable finish standards, as set forth by the 374 AW Commander (374 AW/CC).

4. Type of Work Authorized.

4.1. The Self-Help Program is primarily designed to provide assistance to CE to accomplish Maintenance and Repair (M&R) and Minor Construction (MC) work. All work must remain within the approved scope for each project. All known MC requirements for a facility, whether by self-help or CE efforts, are included in one work request for the purpose of approval levels. When MC and M&R are performed at the same time as a combined undertaking, MC is treated and processed as a separate work request to decide the appropriate cost and approval levels. If M&R work cannot be separately identified from MC, all of the work is identified as MC. Work on non-US Air Force-owned or operated facilities and FH is excluded from this program.

Note: FM's are required to have a FM card to check out tools from the Self-Help Center.

4.2. Minor Maintenance and Repair (M&R). First sergeants, dormitory managers, FMs and their alternates, housing occupants and other specified people are allowed to draw materials without submitting AF Form 332. These are materials issued across the counter to do minor maintenance. Examples are paint, electrical receptacle covers, commode seats, hasps, caulking, and tools. In addition to minor maintenance type items, FH provides other items such as furnace and air conditioner filters and landscaping items like trees and shrubbery. Self-Help Center maintains listings of people authorized to draw items from the center.

Note: Any M&R work that requires penetration of walls will require an AF Form 332 to ensure no asbestos or lead base paint is present.

4.2.1. M&R Examples. The following is a list of typical minor M&R tasks which may be authorized for accomplishment. The list is not all-inclusive, since the size and complexity of jobs will depend upon the capability of the individual self-help donors. Some examples are:

- 4.2.1.1. Replace ceiling tiles.
- 4.2.1.2. Replace clothing hooks.
- 4.2.1.3. Install/replace door hasps.
- 4.2.1.4. Replace doorstops.
- 4.2.1.5. Repair small holes in drywall.
- 4.2.1.6. Replace/install door stripping and window/door insulation.
- 4.2.1.7. Replace door hinges and screws.
- 4.2.1.8. Replace door closures.
- 4.2.1.9. Replace broken door hinges.
- 4.2.1.10. Replace towel racks.
- 4.2.1.11. Replace toilet paper holders.
- 4.2.1.12. Replace faucet washers if cut-off valves are available.

- 4.2.1.13. Replace faucets (swap with old parts, if available).
- 4.2.1.14. Replace commode seats.
- 4.2.1.15. Do touch-up painting.
- 4.2.1.16. Replace broken floor tiles (after area has been cleared of asbestos containing materials).
- 4.2.1.17. Replace 110V receptacle covers.
- 4.2.1.18. Replace 110V switch covers.
- 4.2.1.19. As a general rule, no self-help electrical work (wiring, installation of panels and outlets, etc.) will be allowed. Personnel will not be authorized to perform maintenance on equipment items such as furnaces, boilers, air conditioning system, exterior electrical systems, or other utilities, such as gas, fuel, water, and sewer lines.

4.3. Minor Construction (MC). The Self-Help Center provides materials to support organizations that do minor construction self-help work within their capabilities, including paneling or fabric covered sheet rock and suspended ceilings, floor tiles, walls, etc. The requestor submits an approved AF Form 332 to draw materials for this self-help work.

- 4.3.1. In-house support from the Operations Flight may be authorized, e.g., support of electrical, plumbing work.
- 4.3.2. Self-Help materials must meet Air Force standards.
- 4.3.3. Self-Help MC work will not begin until the requester receives an approved AF Form 332.
- 4.3.4. After self-help work begins, the work will be inspected by a self-help inspector to ensure it meets the scope of the approved project and CE work standards. If oil-based paint or other hazardous materials are used, the excess hazardous materials must be returned to self-help.

Note: Any removal/disturbance of Asbestos Containing Material (ACM) or Lead Base Paint (LBP) can only be performed by trained/qualified persons, usually specialty contractors.

5. Project Scope and Costs:

- 5.1. Self-Help project costs include all materials (self-help or CE) purchased with appropriated funds and all CE support. Projects must not be subdivided in order to reduce costs for purposes of approval.
- 5.2. Changes to the facility layout will require detail sketches, floor plan, utility system changes. This will ensure that the changes are reflected in the Real Property records, fire evacuation plans & CE as-built records. These changes will be turned in to the CE Real Property office to determine in capitalization of the changes are required.

6. Approval of Self-Help Work Requests. All work is approved on an AF Form 332.

- 6.1. Approval is based on the expertise available within the requesting organization. Modifications to existing plumbing, electrical wiring, heating, and air-conditioning systems will be authorized with the following two stipulations:

6.1.1. The requesting organization has a fully qualified and licensed craftsman for the type of work requested. Approval will be on a case-by-case basis as recommended by the Self-Help Center Manager.

6.1.2. The requesting organization agrees not to use the new modifications until after a CE representative has inspected and accepted the modifications to the building.

6.2. To expedite the approval process, the requesting organization must fill out the Self-Help Customer Planning Checklist; available at the Self-Help Center. This checklist is also used to ensure the speedy planning and coordination of the requested work. Inclusion of the checklist is mandatory when submitting the AF Form 332.

6.3. Self-Help MC work plans (rough sketch) will be coordinated through 374 CES Natural Resources Office (374 CES/CEAN) (Environmental, Bldg 838), Fire Prevention (374 CES/CEFP) Wing Safety (374 AW/SE) or any other agency that may require coordination on CE work support. Any changes to the work plans may require return to coordinating agencies before work begins.

6.4. In order for self-help monitors to provide better assistance and response, each squadron will be permitted no more than three in-progress self help work orders at a time. Exceptions will be approved by the 374 CES Commander (374 CES/CC).

6.5. After the request has been reviewed, approved, and signed, it will be assigned a self-help work order number and logged into the Work Information Management System. All requests submitted are considered Priority 4 (Pri 4) routine work and depending on the scope of the work and the materials needed, may require a 30-to-90-day lead time for planning and material acquisitions.

6.6. If the approved request requires CE direct labor support, the work will be scheduled based on the scope of the support required, urgency of the need, availability of the materials and manpower, and the priority of the work backlogged in the affected CE shops.

6.7. Upon approval of the request, the requesting organization will ensure sufficient labor and expertise are available to complete all work within the approval scope and time frame.

6.8. 374 CES/CEAN approval of request may be dependent upon availability of sampling data for lead, asbestos, or Polychlorinated Biphenyls (PCBs). Include floor plans and detailed descriptions of building materials that will be affected by the project.

7. Materials. All materials must meet Air Force standards. The material needed to fill the work order will be issued from store stock or back-ordered through Base Supply. Once the work order is 100% material completed, the Self-Help Center Project Manager will contact the requesting organization to set up a material pickup appointment. At this time the requesting organization will be briefed on their responsibilities covered in the self-help confirmation briefing. The requesting organization has 90 days to complete the work from the date the material was issued.

8. Removal of Self-Help Work.

8.1. Self-Help Store personnel will conduct spot inspections at various stages of each self-help project. Work outside the scope of the approved work request or work that does not conform to good construction practices will be removed by the requesting organization when directed by the Self-Help Center Manager.

8.2. If work is accomplished that is not authorized on an AF Form 332, the responsible unit may be required to return the facility to its original condition and a letter of facility abuse may be sent to the unit commander by the 374 CES/CC through the Group Commander.

9. Store Location and Hours of Operation. The Self-Help Store is located in Building 933 and is open Monday, Wednesday, Friday 1000-1700 and Saturday 0900-1400 (excluding holidays).

10. Tools. The Self-Help Center carries a selection of tools for loan to any person assigned to or employed at Yokota AB. Tools may be borrowed for a time period determined appropriate by the Self-Help Center Manager to allow completion of MC self-help work. Tools required by squadrons for an extended period of time should be purchased by them through Base Supply.

11. Coordination and Control:

11.1. Authorized customers. FH occupants are authorized to obtain materials for their quarters. Squadron commanders, first sergeants, dormitory managers, FMs, and alternate FMs are individuals authorized to obtain materials from the Self-Help Store for base facilities.

11.2. Material available for issue. Any additions to and/or deletions from the Self-Help Store inventory is based upon customer requirements as determined by the Self-Help Center Manager.

11.3. Issue procedures. In order to track cost, the following information is required for all material issued:

11.3.1. Date of issue.

11.3.2. Customer name and identification card number.

11.3.3. Building number or project.

11.3.4. Cost of material issued.

11.4. Hazardous Material (HAZMAT) issued. Material Safety Data Sheets (MSDS) are on file for all hazardous materials stocked in the Self Help Center and are available for the customer. In addition hazardous material issued will be tracked via a HAZMAT serial number attached to each item, this number allows 100 percent accountability and ensures proper disposal of these items. The customer is briefed that upon completion of painting they will return all cans to the Self Help Store. When issued pesticides personnel will be required to sign an Acknowledgment of Understanding Letter for all items issued. These letters are kept on file at 374 CES Pest Management, Bldg 1394. Periodic checks may be accomplished to ensure customers are following appropriate procedures for application and disposal. Personnel receiving pesticides will use and store all products in accordance with the manufacture's label. If the products issued cannot be fully utilized they must be returned to the issuing facility. Additional return and disposal requirements will be advised when applicable.

12. Pest Management:

12.1. The 374 CES Pest Management Self-Help (PMSH) program is operated IAW Department of Defense Instruction (DoDI) 4150.07, *DoD Pest Management Program*, Air Force Instruction (AFI) 32-1053, *Integrated Pest Management Program*, and Headquarters

Air Force Civil Engineer Support Agency (Hq AFCESA) Engineering Technical Letter (ETL) 10-5. Yokota AB historical data reviews conducted by the Installation Pest Management Coordinator (IPMC) were also utilized in the development of the Yokota AB specific PMSH Program.

12.2. Use Authorizations:

12.2.1. Occupants of FH units and Facility/Dorm Managers are authorized to utilize pest management self-help for the voluntary control of all DoD identified/defined pests.

12.2.2. Only adult occupants of FH are authorized to purchase and/or use commercially available general-use pesticides. Use of such products is strictly limited to the occupant's assigned unit. Facility/Dorm managers are only authorized to obtain products through the 374 CES PMSH Program.

12.2.3. Personnel are only authorized to receive products in the amount of one unit of issue per month (30 Day Period). **Exception:** FMs may receive more than one unit of issue when multiple facilities are assigned.

Note: Not all commercially available general-use pesticides and/or control items are authorized for use on Yokota AB. The outdoor use of rat/mouse poisons is prohibited. Electromagnetic exclusion or control devices, ultrasonic repellent or control devices, and outdoor devices for electrocuting flying insects are prohibited in accordance with DoDI 4150.07, *DoD Pest Management Program*. These restrictions will be enforced regardless of purchase location.

12.3. Use Requirements: Required actions listed must be performed for a minimum of 30 days before action can be taken by 374 CES Pest Management. Integrated Pest Management (IPM) measures such as good indoor/outdoor housekeeping (includes mechanical maintenance of vegetation/weeds), proper food storage, and pest exclusion are required self-help control actions that must be taken prior to use of pesticides. Personnel are fully responsible for all pest control in/on personal property regardless of listing. A work request should be placed through 374 CES Customer Service (225-5282) for concerns regarding non-listed pests.

12.3.1. Adult occupants of FH will control:

12.3.1.1. Ants, crickets, earwigs, firebrats, silverfish, sow bugs (pill bugs), mice, and miscellaneous flying and crawling, insects that do not destroy Air Force property.

12.3.1.2. Insects and other pests that attack indoor plants and outdoor gardens, flower beds and other ornamental plants unless directed otherwise by 374 AWPAM 32-8. Pesticides available through PMSH will not adequately control these insects; occupants will have to utilize mechanical measures and/or commercially available general-use pesticides to do so.

12.3.1.3. Weeds in driveways, walkways, roadways, flower beds, around buildings, and under bushes/trees IAW 374 AWPAM 32-8.

Note: Occupants may be required to control additional pests such as cockroaches, flies, fleas, ticks, spiders and centipedes after surveys and/or controls have been performed by 374 CES Pest Management.

12.3.2. Facility/Dorm Mangers will control:

12.3.2.1. Cockroaches, ants (except for carpenter ants), centipedes, crickets, earwigs, firebrats, flies, silverfish, sow bugs (pill bugs), mice, and miscellaneous flying and crawling insects that do not destroy Air Force property.

12.3.2.2. Insects and other pests that attack indoor plants and outdoor gardens, flower beds and other ornamental plants IAW the 374 CES Facility Manger Handbook. Pesticides available through PMSH will not adequately control these insects; mangers will have to utilize mechanical measures when required to do so.

12.3.2.3. Weeds in driveways, walkways, roadways, flower beds, around buildings, and under bushes/trees IAW 374 CES FMs Handbook.

12.4. PMSH Store Location and Hours of Operations.

12.4.1. The Pest Management office is located in Bldg 1394 and open for self help pickups only on Wednesday from 1000-1800. For non self help issues contact CE Customer Service at 225-5791.

WILLIAM M. KNIGHT, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-1053, *Integrated Pest Management Program*, 23 June 2009

AFPAM 32-1098, *Base Civil Engineer Self-Help Guide*, 1 April 1996

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDI 4150.07, *DoD Pest Management Program*, 29 May 2008

374 AWPAM 32-8, *Military Family Housing (Mfh) Brochure Yokota Air Base (Ab), Japan*, 21 December 2010

Adopted Form

AF Form 55, *Employee Safety and Health Record*

AF Form 327, *Base Civil Engineer Work Order*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 103, *Base Civil Engineer Work Clearance Request*

Abbreviations and Acronyms

ACM—Asbestos Containing Material

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

BCE—Base Civil Engineer

BUFIS—Base-U-Fix-It Store

ETL—Engineering Technical Letter

FH—Family Housing

FM—Facility Manager

Hazmat—Hazardous Material

IAW—In Accordance With

IPMC—Installation Pest Management Coordinator

LBP—Lead Base Paint

MC—Minor Construction

M&R—Maintenance and Repair

PMSH—Pest Management Self-Help

PCB—Polychlorinated Biphenyl

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 2

PEST MANAGEMENT PRODUCTS

Table A2.1. Insecticides

Target Pest	Trade Name	Unit of Issue
Multi-Insect	Kill-Zone	14-ounce can
Wasp & Hornet	Wasp-Freeze® Wasp & Hornet Killer	17.5-ounce can
Cockroach, large size	Combat® Quick Kill	8 bait stations/1 box
Cockroach, regular size	Combat® Quick Kill	12 bait stations/1 box
Ant	Advance® 360A Dual Choice	4 stations/1 pk
Ant	Amdro ® Fire Ant Killer	6-ounce container

Table A2.2. Herbicides

Target Pest	Trade Name	Unit of Issue
Multi-weed	Roundup® Ready-to-Use	24-ounce bottle
Broadleaf weed	Weed B Gon® MAX	24-ounce bottle
<p>Note: PMSH can only issue 24 ounces of Herbicide for weed control. These products will only be issued for weed control actions required in 374 AWPAM 32-8 and/or 374 CES Facility Managers Handbook. Mechanical controls must be utilized prior to the use of pesticides. Herbicides will not be supplied during the winter season (Nov-Apr).</p>		

Table A2.3. Traps

Target Pest	Type	Unit of Issue
Mouse	Spring/Snap	4 Each
Mouse	Glue	4 Each
Multi-insect	Glue	4 Each

Attachment 3

SAMPLE FORMAT – TOOL SAFETY BRIEFING

Figure A3.1. Tool Safety Briefing

TOOL SAFETY BRIEFING
Power tools being issued:
<p>Initial each item:</p> <p>_____ <i>Know your power tool.</i> If you have not operated a certain power tool before, be fair to yourself and people working with you by reading the owner's manual carefully. Learn its application and limitations and the specific potential hazards peculiar to this tool.</p> <p>_____ <i>Ground all tools (unless double insulated).</i> If tool is equipped with an approved 3-prong grounding type plug to fit the proper grounding type receptacle, do not attempt to bypass this safety feature. The green conductor in the cord is the grounding wire. Never connect the green wire to a live terminal.</p> <p>_____ <i>Keep guards in place.</i> Keep them in working order and in proper adjustment and alignment.</p> <p>_____ <i>Use recommended accessories.</i> Consult the owner's manual for recommended accessories and follow the instructions that accompany the accessories. The improper use of accessories may cause hazards.</p> <p>_____ <i>Never use tools to stand on or in any manner that it is not designed for.</i> Serious injury could occur if a tool is tipped or if a cutting tool is accidentally contacted.</p> <p>_____ <i>Direction of feed.</i> Feed work into a blade or cutter against the direction of rotation of the blade or cutter only.</p> <p>_____ <i>Never leave tool running unattended.</i> Turn power off and don't leave tool until it comes to complete stop.</p> <p>_____ <i>Keep hands away from cutting area.</i></p> <p>_____ <i>Keep work area clean.</i> Cluttered areas and benches invite injuries.</p> <p>_____ <i>Consider work area environment.</i> Don't expose power tools to rain, nor use power tools in damp or wet locations; and keep work areas well lit.</p> <p>_____ <i>Guard against electrical shock.</i> Prevent body contact with grounded surfaces; for example: pipes, radiators, ranges, refrigerator enclosures.</p> <p>_____ <i>Keep children away.</i> All visitors should be kept away from work area and do not let visitor's contact tools or extensions cords.</p> <p>_____ <i>Store idle tools.</i> When not in use, tools should be stored in dry, high, or locked-up place, out of reach of children.</p> <p>_____ <i>Don't force tools.</i> It will do the job better and safer at its speed rate.</p>

_____ *Use the correct tool.* The right tool will do the job better and safer.

_____ *Dress properly.* Do not wear loose clothing or jewelry, as these can be caught in moving parts; rubber gloves and nonskid footwear are recommended when working outdoors, and wear protective hair covering to contain long hair.

_____ *Use required personnel protective equipment.* Ensure that this equipment is clean and worn properly. If you are not sure what's required, contact your installation safety office. Do not wear face shields as a substitute for required safety glasses/goggles. Also use face or dust mask if cutting operation is dusty. *NOTE:* Facemask must be fit-tested by BioEnvironmental prior to use. Some dust masks are obsolete, check with safety or bioenvironmental office for the most current information.

_____ *Don't abuse cord.* Never carry tool by cord or yank it to disconnect from receptacle. Keep cord from heat, oil, and sharp edges.

_____ *Secure work.* Use clamps or a vise to hold work. It's safer than using your hand and it frees both hands to operate tool.

_____ *Don't overreach.* Keep proper footing and balance at all times.

_____ *Maintain tools with care.* Keep tools sharp and clean for better and safer performance.

Follow instructions for lubricating and changing accessories. Inspect tool cords periodically and if damaged report to self-help personnel before using the tool! Inspect extension cords periodically and report any changes to self-help personnel. Keep handles dry, clean and free from oil and grease.

_____ *Disconnect tools.* When not in use, before servicing, and when changing accessories, such as blades, bits, cutters.

_____ *Remove adjusting keys and wrenches.* Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning it on.

_____ *Avoid unintentional starting.* Don't carry plugged in tool with finger on switch and be sure switch is off when plugging in.

_____ *Stay alert.* Watch what you are doing; use common sense; and do not operate tool when you are tired.

_____ *Check damaged parts.* Before further use of the tool, a guard, or other part that is damaged should be carefully checked to determine that it would operate properly and perform its intended function. Check for alignment of moving parts, binding of moving pairs, breakage of parts, mounting and any other conditions that may affect its operation. A guard or other part that is damaged should be reported to self-help personnel. Do not use tool if switch does not turn it on and off.

_____ *Do not operate portable electric tools near flammable liquids or in gaseous or explosive atmospheres.* Motors in these tools normally spark, and the sparks might ignite fumes.

Name: _____ Date: _____

Training provided by: _____

Attachment 4

SAMPLE FORMAT - SELF-HELP PROJECT BRIEFING

Figure A4.1. Self Help Project Briefing

<p>SELF-HELP PROJECT BRIEFING</p> <p>I have been briefed by Self Help personnel on the items listed below and fully understand my duties and responsibilities in doing self-help work.</p> <p>Initial each item below as applicable:</p> <p>_____ Nature and scope of civil engineer support.</p> <p>_____ All safety precautions relating to tasks associated with the project. This will include a demonstrated Proficiency in the proper use of the power tools and wearing of the required personnel protective equipment (PPE). Civil Engineering may issue some PPE, such as gloves, eye and hearing protection, but specialty items, such as filter masks, individual must be fit tested and issued a filter mask.</p> <p>_____ Civil engineer material support.</p> <p>_____ Start and stop dates of work.</p> <p>_____ Coordination of anticipated date of completion.</p> <p>_____ In-progress and final inspections.</p> <p>_____ Warranty and guarantee responsibilities.</p> <p>_____ Return of unused materials and borrowed tools, if any.</p> <p>_____ Digging permits and emergency procedures.</p> <p>_____ Organizations must provide all employees specialized job safety, fire prevention, and health training for specific self-help job/task to be performed.</p> <p>_____ Organizational supervisors will have in each employee's file an AF Form 55, Employee Safety and Health Record, or facsimile, covering all the 24 mandatory items listed in Section I.</p> <p>Name _____ Bldg No. _____</p> <p>Rank _____</p> <p>Work Order No. _____ Organization _____</p>
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Attachment 5

SAMPLE FORMAT - SELF-HELP INSPECTIONS

Figure A5.1. Self-Help Inspections

SELF-HELP INSPECTIONS	
W/O # _____	BLDG # _____
In-Progress:	
Date _____	Name _____
Remarks _____	
Punchlist Items (Items that still need to complete)	

Final:	
Date _____	Name _____
Remarks _____	
Approved/Disapproved _____	_____
Inspector's Signature _____	Customer's Signature _____
Project Closeout:	
Tools and equipment turned in? Yes _____ No _____	
Drawings available? Yes _____ No _____	
As-built drawings complete? Yes _____ No _____	
Unused material turned in? Yes _____ No _____	
Approved/Disapproved _____	_____
Inspector's Signature _____	Customer's Signature _____
_____	_____
Building Manager	Unit Commander (if necessary)

Attachment 6**FREQUENTLY ASKED QUESTIONS****Figure A6.1. Frequently Asked Questions**

Q1. What are the Self-Help store hours of operation?

A1. (Monday-Wednesday-Friday 1000-1700); (Saturday 0900-1400)

Q2. How many different shades of color are issued for MFH and facilities?

A2. Self-Help store carries 5 different paint colors. (White, Off-White, Beige, Light Brown, Dark Brown)

Q3. Are there limit to items a customer can receive?

A3. Each item has different quantities of issue per week/year. Self-Help store personnel will determine quantity of issue.

Q4. Can FMs request light bulbs for their facility?

A4. Lights bulbs purchase are the responsibility of the organization to purchase. Self-Help Center only provides light bulbs for Civil Engineering facilities.

Q5. Flowers Program (when implemented):

Q5.1. When is the start of the Flowers Program?

A5.1. Reservations are placed the 3rd week of April. Customers have 1 week to apply for flowers they desire.

Q5.2. How many flowers will each household be allotted to receive?

A5.2. Each household will get a total of 2500-3000 "points." Each flower has a different point value ranging from 150-460 pts.

Q5.3. When will flowers be delivered?

A5.3. Delivery of flowers begins the 1st week of May; expected 2-3 weeks.

Q5.4. Are there limitations on how many flowers a facility can receive?

A5.4. Annually, MFH will allocate funding towards the Flower Program. Facilities are limited to the amount of flowers received base on funding. 1st come, 1st served.