

**BY ORDER OF THE COMMANDER  
35TH FIGHTER WING (PACAF)**

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



**22 MAY 2017**

**Civil Engineer**

**U-FIX-IT STORE MANAGEMENT**

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(Lt Col Elizabeth M. Harwood)

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This instruction implements AFPD 32-10, Installations and Facilities, and defines the Wing

U-Fix Program. 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 chain of command.

**SUMMARY OF CHANGES**

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

**1. SCOPE OF U-FIX-IT PROGRAM.**

1.1. Main Objectives. The U-Fix-It Program is a significant force multiplier, especially in constrained budget environments. It is a highly effective alternative for managing limited resources more effectively to improve quality of life. The U-Fix-It Store is a facility from which materiel, and loaner equipment is provided in a timely manner to base customers who

want to perform Do-It-Yourself (DIY) type work, some examples are: performing touch up paint, replacing nuts, bolts, screws on facility hardware, replacing switch places and electrical outlets, to name a few.

1.1.1. 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 U-Fix-It work. Unit commanders and delegated Facility Managers are the primary self-help customers and are authorized to obtain U-Fix-It materials. The 35th Civil Engineer Squadron (CES) U-Fix-It Store also services Military Family Housing (MFH) occupants and issues MFH U-Fix-It materials.

1.2. Restrictions. All U-Fix-It work tasks will be submitted through TRIRIGA with the following restrictions:

1.2.1. Any issues or work requests for MFH are to be routed through the Housing Office directly as they are the approval authority for any upgrades or modification to MFH.

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

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

## **2. RESPONSIBILITIES.**

2.1. U-Fix-It Program. The “DIY” concept of the U-Fix-It program entails simple tasks that the Facility Manager can accomplish, which do not require any special tools, materials, or training to be performed. As such, the Self-Help Facility Project Program and associated support have been discontinued per AFCEC Work Management Playbook. Program Action Directive (PAD) 12-03; Implementation of Enterprise-Wide Civil Engineer Transformation (CET), was signed on 26 October 2012. The document provided vital information on the Implementation of Enterprise-Wide CET. As such, PAD 12-03 “Discontinues self-help facility project programs and associated support. However, it maintains support to the ‘U-Fix-It’ store concept”.

2.2. Civil Engineer Squadron. Responsible for management and execution of the 35 FW U-Fix-It program following current PACAF guidance. Specific Civil Engineer responsibilities are as followed:

2.2.1. BCE. Responsible for all maintenance, renovation, and minor construction of real property on the installation.

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

2.2.3. U-Fix-It Operations, NCOIC or designee. Responsible for managing all wing U-Fix-It resources, operating the wing U-Fix-It Store, ensuring validity of each request, and establishing financial budgets.

2.2.4. CES Customer Service. Single point receiver of all U-Fix-It work requests for facilities. Responsible for managing TRIRIGA to ensure proper approval, material/labor cost accounting, and file maintenance.

2.2.5. Material Control. Responsible for ordering and maintaining operating levels of materials for U-Fix-It operations. Ensures proper accounting and material issues to each U-Fix-It customer.

2.2.6. U-Fix-It Store Monitor. Determines whether the person is an authorized Facility Manager/Customer before issuing materials and tools as required. The U-Fix-It Store monitor replenishes U-Fix-It Store stock material and provides daily, monthly, and annual inventory.

### 3. LOCATION, HOURS AND U-FIX-IT STORE PROCEDURES.

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

3.1.1. The U-Fix-It Store will be closed on holidays to include Wing down days and/or family days.

3.2. Loaner Tools. The U-Fix-It Store provides loaner tools and other items needed to perform self-help work.

3.2.1. Tools are signed out via AF Form 1297 (hand receipt) and are expected to be returned within 48 hours. Extensions can be requested to the U-Fix-It Store Monitor, approval determination will be made based upon availability of item(s). The complete listing of all tools and equipment items for Facility Managers & Military Family Housing occupants within the U-Fix-It Store can be viewed at the 35 CES SharePoint page, see web address below:  
<https://misawa.eis.pacaf.af.mil/35FW/35MSG/35CES/layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>

3.2.2. Report any broken or damaged items to the U-Fix-It Store Monitor. Upon returning tools and/or equipment items (carpet cleaners, lawn mower, weed eater, etc.) to the U-Fix-It Store, ensure all items have been thoroughly cleaned. As a reminder, the U-Fix-It Store is an out-processing checklist item, please ensure all tools/equipment are returned, as you will not be signed off until all items have been returned.

3.3. Light Bulbs. The U-Fix-It Store supplies and issues light bulbs strictly to housing occupants and dorm residents only. All facilities (excluding military family housing and dorms) are required to coordinate with their respective squadron Government Purchase Card (GPC) holders/representatives for the purchase of light bulbs.

3.3.1. All light bulb requests are a one-for-one exchange. In the event a dorm resident or military family housing occupant requires a light bulb, they must bring in the defective bulb(s) in order to be issued new replacement bulb(s).

3.4. Paint. Military Family Housing occupants can utilize the U-Fix-It Store for obtaining one can of off-white touch up paint per customer.

3.4.1. Facility Managers must submit a service request via TRIRIGA in order to obtain paint. The colors of paint available within the U-Fix-It Store are off-white, beige, and brown.

R. SCOTT JOBE, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 32-10, Installations and Facilities

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

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009