

**BY ORDER OF THE COMMANDER  
HURLBURT FIELD (AFSOC)**

**HURLBURTFIELD INSTRUCTION  
32-1003**



**4 MAY 2018**

**Civil Engineer**

**GENERAL SELF - HELP STORE**

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(Mr. Hunker)

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This publication implements AFPD 32-10, *Installations and Facilities* and the Programming Plan (P-Plan) for Program Action Directive (PAD) 12-03, *Enterprise Wide Civil Engineer Transformation*. This instruction describes responsibilities, procedures, and requirements for the accomplishment of Self-Help work. It is applicable to all base and tenant units in order to provide expeditious processing and accomplishment of self-help work requirements. This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve (AFR). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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).

## ***SUMMARY OF CHANGES***

This publication has been revised in its entirety and must be completely reviewed. Major Changes include limiting scope of Self-Help work to maintenance and repair. Consistent with Civil Engineer Transformation initiatives, facility modification and minor construction projects are no longer permitted as Self-Help projects. Additional changes include location of the Self-Help Store, operating hours of the store, and revised description of available tools and capabilities of the Self-Help manager.

**1. Responsibilities:** The Civil Engineer Squadron will support the Self-Help program as follows:

1.1. The 1 SOCES/CC has delegated the responsibility of overall management and execution of the Self-Help program to the Chief of Logistics Management, 1 SOCES/CEOEM, who is referred to as the Self-Help manager throughout this document.

1.2. LOCATION AND HOURS OF OPERATION: The Self-Help Store is located in the north end of building 90053, 415 Independence Rd. The store is opened to customers from 0700-1100 and 1200-1500. The Self-Help store will close for all holidays and provide limited service during semi-annual inventories.

1.2.1. During store inventories, normally held the last week of March and first week of October, the Self-Help Store will provide limited service to customers. The Self-Help manager will publish notices through 1 SOCES Customer Service to give the specific dates, times and levels of reduced service.

## **2. Self-Help Requests:**

2.1. Self-Help requests must be submitted by an appointed and trained facility manager through the TRIRIGA Web Portal. Requests must include a detailed description, justification for the work, including location in building, and point of contact. The Air Force wide CE Transformation initiative has limited the scope of Self-Help work to minor maintenance and repair efforts to existing building components. Large scale construction or facility modification will not be approved through the Self-Help program.

2.1.1. Provided the expertise is available within the requesting organization, almost all types of minor maintenance and repair are encouraged. These may include, but are not limited to, the restoration of various wall coverings, suspended ceilings, floor tiles, and all types of landscaping.

2.1.2. Work shall not proceed until the Self-Help manager or designated representative gives approval. Should conditions change during work accomplishment causing unforeseen requirements, notify the Self-Help manager or designated representative before continuing with work. NOTE: Unforeseen conditions could require further, more specific civil engineer expertise and shall be coordinated through 1 SOCES customer service.

2.2. The customer will process digging permits, AF Form 103, *BCE Work Clearance Request*, and AF Form 813, *Environmental Impact Statement*, through the GeoBase Integrated CE Toolset, when required. The Self-Help manager will notify the Self-Help customer which forms are required.

2.3. The customer will arrange for pick-up of materials after notification by the Self-Help manager that all ordered materials for the approved work order have arrived at the Self-Help Store. Materials should be picked up within 3 business days unless other arrangements are made. Timely execution of work is expected once materials are received by the customer.

2.4. The customer shall complete all required work within 30 days after receiving all materials. If additional time is required due to unforeseen site conditions, etc., an extension must be obtained from the Self-Help manager. The customer must notify the Self-Help manager when all work is complete.

2.5. The customer will provide the Self-Help manager an estimated number of hours spent executing the work and will also account for issued materials and any loaned tools. The customer will return all tools and unused materials to Self-Help Store within 5 business days following the completion of work.

2.6. The customer will abide by all appropriate safety precautions, standards and applicable information throughout the duration of the work. Customer should seek clarification on all safety issues from the Self-Help manager, if unsure.

### **3. Self-Help Stocked Items:**

3.1. GENERAL: As an integral part of the Self-Help store concept, certain materials are kept on hand to expedite minor maintenance and repair work. Unit commanders, first sergeants and facility managers can sign for and obtain these stocked items from the Self-Help store without submitting a work request.

#### **3.2. AUTHORIZED WORK:**

3.2.1. Stocked materials are authorized for minor maintenance and repair work on government facilities only.

3.2.2. Examples of authorized minor maintenance and repair are as follows:

3.2.2.1. Installing hasps and miscellaneous hardware.

3.2.2.2. Caulking.

3.2.2.3. Replacing broken electrical and phone wall plates.

3.2.2.4. Minor pest control.

#### **3.3. SPECIAL INTEREST ITEMS:**

3.3.1. Rust stains and exterior mold/mildew.

3.3.1.1. Rust stains on facility exteriors are typically caused by high mineral content from the shallow wells used on Hurlburt Field; therefore, the Self-Help store will provide facility managers rust stain remover and a pump sprayer for application. Additionally, the humid environment also promotes large scale mold and mildew growth on the exterior of buildings. It is the responsibility of facility managers to keep the rust stains and mold/mildew growth under control.

3.3.2. Insect control.

3.3.2.1. The Self-Help Store stocks products to control various insects such as roaches, wasps, and ants. These chemicals can be very dangerous if used incorrectly; therefore, a safety briefing is required before issuing such products.

3.3.3. Weed control.

3.3.3.1. The Self-Help Store stocks products to control weeds in sidewalk cracks and driveways.

**4. Tool Issue and Control:**

4.1. Facility managers should invest in a small tool kit that contains screwdrivers, wrenches, pliers, a plunger, utility knife, duct tape, etc. to enable small Self-Help maintenance work. If the approved Self-Help work order requires tools beyond what the facility manager has available, pre-coordinate those tool requirements with the Self-Help manager. The Self-Help Store has limited tools available for exterior grounds work such as shovels and rakes.

4.2. Any tools loaned from the Self-Help Store will be issued on an AF Form 1297, *Temporary Issue Receipt*, with all appropriate blocks filled to include name, address, phone number, unit of assignment, date issued, date to be returned, and name of person issuing tools. Applicable time limits will be imposed on all issued tools. Personnel signing for tools are responsible for replacement of all lost or damaged tools.

THOMAS B. PALENSKE, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 32-10, *Installations and Facilities* 4 March 2010

AFPD 33-3, *Information Management*, 8 September 2011

AFI 38-601, *Format and Content of Mission Directives*, 7 January 2015

Program Action Directive (PAD) 12-03, *Enterprise Wide Civil Engineer Transformation*

DODD 5100.03, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, 9 February 2011

DODI 5025.01, *DOD Issuances Program*, 1 August 2016

DOD 5200.1-R, *Information Security Program*, 14 January 1997

DOD 5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2011

HOI 33-3, *Correspondence Preparation, Control, and Tracking*, 6 July 2015

T.O. 00-5-1, *Air Force Technical Order System*, 15 October 2006

***Prescribed Forms***

None

***Adopted Forms***

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

AF Form 332, *Base Civil Engineering Work Request*

AF Form 813, *Request For Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*