



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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AirStaO 11000.9B
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AIR STATION ORDER 11000.9B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: SELF-HELP MAINTENANCE PROGRAM

Ref: (a) MCO P11000.7C

Encl: (1) Policy and Procedures for Self-Help Maintenance Program
(2) Self-Help Project Sequence

1. Situation. The Self-Help Maintenance Program provides tenant commands with a means of achieving pride of ownership and to enhance the quality of life aboard MCAS, Cherry Point. This is achieved by the using unit's personnel performing maintenance and repair of workspaces, barracks, recreational areas, and grounds designated for the unit's use. The term "self-help" is applied to labor services performed by the military as differentiated from the regular maintenance and emergency services performed by personnel of the Facilities Maintenance Department (FMD). The enclosures describe in detail those procedures and tools which are included within the scope of the Self-Help Maintenance Program. Per the reference, this Order establishes local policies, procedures, and responsibilities for performance of self-help maintenance.

2. Cancellation. AirStaO 11000.9A.

3. Mission. MCAS Cherry Point will operate a Self-Help Maintenance Program that will enable tenant commands to perform minor maintenance and repair work in order to improve the state of facilities and grounds, to more effectively employ FMD assets, and to enhance the quality of life aboard the Air Station.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of the Self-Help Maintenance Program is to provide commands the greatest

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opportunity to improve quality of life and ensure their facilities are properly maintained.

(2) Concept of Operations

(a) The self-help maintenance and repair work (recurring work) is defined as the effort and materials required to maintain facilities in a usable condition when repairs are made to correct deterioration only. Maintenance projects are performed under the supervision of the unit S-4 with material requested from and provided by FMD. FMD authorizes these projects and provides the necessary technical guidance, supervision, materials, and inspection in accordance with enclosure (1).

(b) The normal sequence for requesting and accomplishing self-help projects is contained in enclosure (2).

(c) A Work Request, MCAS Form MCASCHERPT/FAC/11000/1 is available on the MCAS Cherry Point Adjutant website (www.cherrypoint.usmc.mil) and is used to request FMD to perform work or prepare a cost estimate for specific work. In addition, this form is used to request FMD to provide materials for self-help projects.

b. Responsibilities

(1) FMD. The Facilities Maintenance Officer (FMO) is the approving authority of all self-help maintenance repair projects and will approve or disapprove individual requests based on the following criteria:

(a) Need-to-have;

(b) Whether proposed work has already been scheduled for accomplishment as part of the overall Station maintenance program;

(c) Conformance with established construction or repair standards;

(d) Conformance with Marine Corps and station policies relating to facilities maintenance;

(e) Availability of funds to support the requested work;

(f) Relative priority of requested project to other required work;

(g) Ability of individual unit to perform the requested work;

(h) FMD will provide guidance to S-4 personnel in basic maintenance, management, and inspection skills upon request by station organizations and in accordance with the criteria set forth in this Order. The Self-Help Coordinator of FMD will provide materials and technical assistance as required.

(2) Organizational Units. The condition, appearance, and upkeep of buildings, grounds, and facilities are the responsibility of all organizational commanders and special staff officers. The Self-Help Program is designed to support the accomplishment of need-to-have minor maintenance by the occupying unit. The unit S-4 section, properly supervised by the commander, is the key personnel necessary for a viable Self-Help Program. Their actions must include regular and frequent inspections of the interior and exterior of all facilities, repair of all discrepancies within their capability, and the prompt submittal of work requests for those problems beyond the unit's capability.

c. Action

(1) Organizational Commanders and Special Staff Officers. Upon receipt of this Order organizational Commanders and Special Staff Officers will accomplish the following:

(a) Ensure the proper care and maintenance of government property and facilities in their charge;

(b) Ensure assigned unit S-4 personnel have read and understand all of the Self-Help Program requirements;

(c) Unit S-4s will provide for procurement and secure storage of recommended minor construction tools;

(d) Provide for the coordination of all self-help activities within the unit area to ensure materials are used for the intended purpose;

(e) Ensure projects are completed in a timely manner (normally within 15 working days of the receipt of the material);

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(f) Ensure unit self-help personnel request assistance when problems arise with projects in progress.

(2) FMO. Upon receipt of this Order, the FMO will accomplish the following:

(a) Ensure the timely processing of all self-help work requests;

(b) Ensure materials authorized can be procured in a timely manner;

(c) Provide technical assistance to ensure the proper completion of all work;

(d) Establish internal control procedures to ensure materials are utilized for the requested purpose within fifteen working days of the receipt of the materials.

(e) Provide for the supervision and final inspection of self-help projects.

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing and the Commanding Officers of Fleet Readiness Center East, Combat Logistics Company 21, and 12th Dental Company concur with this Order in so far as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to all personnel.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON

By direction

DISTRIBUTION: A

POLICY AND PROCEDURES FOR SELF-HELP MAINTENANCE PROGRAM

1. Limitations. It is intended that the Self-help Maintenance Program be limited to those tasks undertaken by an individual possessing minimum craft skills and equipped with simple hand tools. The FMO is delegated the approving authority for all self-help requests. The following tasks are considered appropriate and are included in the Station Self-Help Program:

a. Carpentry. Encompasses repair of doors, facility hardware (to include loss of loosened screws, bolts, nuts, hasps, hinges, hooks and eyes), other types of minimum security attachments, broken or rotted steps, handrails, shelving, or any other minor carpentry repairs requiring attention.

b. Painting

(1) Painting of entire rooms, hallways, stairwells, etc., can be accomplished when specifically authorized by FMD. All painting must comply with authorized color codes and meet Naval paint specifications. Requests for self-help painting will be evaluated on a case-by-case basis.

(2) The FMD tries to adhere to scheduled interior and exterior painting. Variations to the painting cycle to improve appearances are authorized only on a case-by-case basis when sanitation, safety, or heavy personnel traffic may be a consideration. Where rapid paint deterioration will lead to inadequate surface protection, the cycle will be altered. Reinforced concrete walls, stairs, and concrete foundations of brick buildings will not be painted. Also, concrete steps and decks in all types of buildings will not be painted.

c. Plumbing. Includes the freeing of plumbing stoppages by use of hand plungers, replacement of toilet tissue holders, toilet seats, or any other readily accessible fixture components within the capability of the self-help personnel.

(1) The following types of plumbing maintenance may be performed by the using organization:

(a) Removal of stoppages in toilet bowls;

(b) Removal of stoppages in lavatories (This does not include removal of traps.);

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(c) Clean, adjust, and replace showerheads.

(2) Using organizations are also responsible for the proper use of plumbing fixtures. Proper usage requires emphasis on the following:

(a) Conservation;

(b) Not removing shower and floor drain strainers;

(c) Not removing lavatory or other plumbing fixtures;

(d) Not standing on plumbing fixtures or using them in any manner other than their intended purpose.

(e) Using "Out of Order" tags to indicate what is out of order. Tags should indicate problem, date and time reported, and name of person making the report.

d. Electrical. Includes replacing switch covers and receptacle covers. Overhead light covers and globes can be replaced or repaired providing they are at a height of 10-feet or below. Using organizations' personnel are not authorized to install air conditioners, built-in-fans, electrical outlets, wire switches, or to make any type of repair to any electrical system, including internal repair of appliances.

e. Grounds Maintenance. This includes mowing of grass, edging of walks and driveways, trimming of shrubbery, and cleaning of ditches, culverts, and drains. It does not include erection of fences, walkways, stone, or block curbing, or the digging of extension drainage ditches. Grounds maintenance also includes a positive program on the unit level dedicated to policing of areas.

f. Unauthorized Work

(1) Expansion, extension, addition, or alteration of any existing facility or utility system without authorization from the Director of Facilities;

(2) Repairs, installation, or modification of heating and air conditioning controls;

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(3) New construction or modification to existing facilities which is not specifically approved by the Director of Facilities;

(4) Removal of window screens for any purpose other than cleaning with immediate replacement;

(5) Glazing of window equipment with metal glazing strips;

(6) New construction or modification of existing signs;

(7) Installation, relocation, removal, and repair of telephone equipment and intercom system.

g. Exclusions. The term "self-help" does not apply to the following:

(1) Work performed by military personnel assigned to the FMD;

(2) Work accomplished by military personnel for reasons of security, disciplinary action, and training for maintaining competence in recognized trade skills;

(3) Occupant maintenance of family housing;

(4) Projects accomplished by organized military construction units;

(5) Projects involving fabrication/repair of minor property (i.e., signs, bulletin boards, furnishings);

2. Recurring Self-Help Maintenance. Such work as defined in paragraph 1 will be performed under the supervision of unit S-4 personnel with materials requested from and furnished by FMD.

3. Procedures

a. Unit commands will submit a MCAS Form MCASCHERPT/FAC/11000/1, Work Request, for materials and supplies to FMD on an as-needed basis. This request will explain in detail (including building number and other pertinent information) how the material is to be used.

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SELF-HELP PROJECT SEQUENCE

Requirement Identified
By Organization

1. Organization submits an MCAS Form MCASCHERPT/FAC/11000/1, Work Request. (Note: Nonrecurring projects require detailed justification, inclusion of organizational supervisor's name, and size of military work force available for proposed project.)
2. Screening, inspection, and estimating is performed by FMD. If approved, processing continued; if disapproved, request is endorsed back to the organization.
3. Recurring Self-Help Maintenance Work
 - a. Procurement of materials is through FMD by unit requesting self-help.
 - b. Project completed by organization. Unit S-4 and FMD Self-Help Coordinator inspects finished work.