

**FREQUENTLY ASKED QUESTIONS
(Continued)**

**4. How much detail does PWD
require in describing my workforce?**

Generally, you must demonstrate that your workforce has the skills and knowledge to perform the work. At a minimum, you will be asked to identify the people who will be performing the work, their experience in doing that type of work, and what they do in their current position.

**5. Will Public Works help me
complete the project by performing
the final connections to the base's
main electrical, mechanical, and water
or sewer supply system?**

Yes, in fact Public Works performance of work such as this is a requirement of the Self-Help program. The work will be performed on a reimbursable basis for work on non-BOS facilities.

**6. Once an approved Self-Help
project is complete, does Public
Works have the responsibility for
maintenance of the improvement?**

Yes, if the work is performed on a BOS facility in accordance with the approved Self-Help Plan for the project.

POINTS OF CONTACT

SERVICE DESK

Port Hueneme..... 982-2222
Point Mugu.....989-8888

Self Help Manager...SWC(SCW) Thomas
Office...982-4852 Cell...207-9946
Located at Port Hueneme, Bldg. 325

**NBVC Public Works
Self-Help Program**



**CY01 Bronze Hammer Award
Recipient**

**NAVAL BASE
VENTURA
COUNTY**

**PUBLIC WORKS
DEPARTMENT**

**SELF-HELP
PROGRAM**



WHAT IS THE SELF-HELP PROGRAM?

The Public Works Department (PWD) Self-Help Program is intended to be a cooperative effort between you and our department.

The Public Works (PW) Self-Help Division manages the program for the Naval Base Ventura County (NBVC). This group has a core of Seabees and other ratings that possess the basic skills used in facility maintenance.

Reviewed and approved Self-Help projects are encouraged and fully supported by the Command. Self-Help involves the use of local military and federal employees to perform repair, construction, and maintenance work on facilities.

Labor: The requesting organization performs the labor required to complete the project.

Oversight: The PWD Self-Help Division will supply supervision, inspection, and technical expertise.

Materials: Materials for repair projects on Base Operation Support (BOS) facilities may be provided by the command. Materials for projects on non-BOS facilities and all alterations and improvements shall be funded by the requesting organization.

Tools and Equipment: Available tools and equipment will be provided on a first come first serve basis. The condition and security of tools and equipment checked out shall be the responsibility of that organization.

SUBMISSION OF PROJECT REQUEST

Each organization wishing to participate in this program shall appoint a Self-Help coordinator who will act as liaison with the PW Self-Help Manager.

Project requests shall be telephoned to the service desk. The request will then be forwarded to the PW Self-Help Manager who will contact the requestor for a site visit and meeting to determine the scope of the project.

The requestor shall provide as much information as possible. The PW Self-Help Manager will aid the requestor in the preparation of the project package. This consists of a statement of work, specifications, plans, material, equipment/tool requirements, estimated costs, and tests/permits required to obtain the approval of the project.

The package will be reviewed for feasibility and compliance with applicable rules, regulations, policies, practices, and codes such as environmental, fire, safety, security, uniform building codes, site approval, digging permits, utility outage permits, energy conservation, Base Master Plan, and Long and Short Range Maintenance and Repair Plans.

Final approval may take as long as 60 days, depending upon the complexity of the project.

FREQUENTLY ASKED QUESTIONS

1. What type projects may we do?

Approved alteration and repair projects. OPNAVINST 11000.8H states that the Self-Help program's primary focus is to reduce critical maintenance backlogs identified in the Annual Inspection Summary, as well as for habitability, morale and welfare and recreation projects.

2. What type projects are not permitted?

Generally, you will not be permitted to do such projects as new construction, alterations involving load bearing walls, mechanical and electrical projects that may overload utility distribution capacity, or the final connections to the base's main systems including electrical, mechanical or water and sewer supply. You may not be permitted to do projects involving high voltage, or electrical and telecommunications wiring unless they are coordinated and authorized by the Self-Help Project Manager.

3. Why do we need project approval?

Approval is primarily required to ensure the welfare and safety of the occupants of the buildings as well as the integrity of the facility itself. Therefore, performance of the project must be in compliance with all regulations set forth by the Command.