



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HOHENFELS
UNIT 28216
APO AE 09173

IMEU-HHF-PWO

12 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Self Help – Policy # 57

1. MISSION: The mission of the Self Help Store (SHS) is to serve the members of the Hohenfels Military Community by providing the resources (supplies, materials, tools, and equipment) for more timely performance of minor self help maintenance and repair tasks, and in some cases, small construction projects.

2. CONCEPT: The Self Help program is designed to use the available DPW manpower resources more effectively by encouraging and enabling authorized users to perform minor self help tasks by themselves (see Appendix B for list of Typical Self Help Tasks). This allows the DPW to concentrate its efforts on larger, more complex maintenance and repair tasks.

3. EXPANDED SELF HELP: Expanded Self Help are projects of enduring nature and are approved on a case by case basis for government owned facilities to include government owned family housing units and, on a limited basis, for long term leased housing (see Appendix C for list of Typical Expanded Self Help Projects). Expanded self help projects must be requested on DA Form 4283, submitted to the DPW work reception desk in Building # 33, and approved by the DPW. After approval, the Self Help Store personnel will provide expanded self help services to individuals or units, including but not limited to expert advice, instruction training, drawings/sketches, bills of material, and special materials/tools/equipment.

4. LOCATION, PHONE NUMBER, AND HOURS OF OPERATION: The SHS is located in Building # 742 on Linderberg Road, across from the Commissary parking lot. The telephone number is DSN 466-2045 or Commercial 09472-83-2045.

The operating days and hours are:

M T W F	0900-1200 hrs & 1300-1530 hrs
THU	1300-1800 hrs
SAT	0900-1200 hrs & 1300-1500 hrs
SUNDAYS & AMERICAN/GERMAN HOLIDAYS CLOSED	

5. INTRODUCTION AND TRAINING: An introduction to Self Help is presented during Newcomer's Orientation (given by ACS) the last Tuesday of each month. Self Help training is available upon request.

6. STOCK ITEMS AND SUGGESTIONS: The stockage lists provided at Appendix D for Tools and Equipment, Appendix E for Direct Exchange (DX) Items, and Appendix F for Expendable Supplies have been developed based on the community's historical requirements. If sufficient demand exists for new different items, they will be considered for possible permanent addition to the inventory. Suggestions regarding the overall operation of the SHS are encouraged and welcomed.

7. LATE ITEMS: Tools and equipment are loaned for a period of 3 days at a time. Individuals with items not returned by the due date are suspended of Self Help privileges until the items are returned. Customers are responsible and accountable for all items issued by the SHS. Customers who do not return tools and equipment by the due date will be reported to their chain of command.

Customers that have been overdue 3 times within 12 months will be suspended from Self Help privileges for 1 month.

Customers that have been overdue 5 times within 12 months will be suspended from Self Help privileges permanently.

Cash collection will be initiated for individuals who do not return loaned items.

8. DAMAGED ITEMS: For items returned damaged, individuals will provide a statement explaining the cause/circumstances of the damage. Self Help personnel will examine the damage, read the statement, and make an initial determination of whether the damage is due to abuse or fair wear and tear. In the later case, individuals will not be held liable. In cases of damage due to abuse, the item(s) will be accepted by Self Help personnel, but the original hand receipt (DA Form 3161) will be held, pending the outcome of an investigation and possible subsequent collection action (statement of charges, cash collection voucher, or report of survey).

9. REGISTERING WITH AND CLEARING SELF HELP: The first time a community member visits the SHS, his/her eligibility for Self Help support is validated against current housing unit assignments and/or DA Forms 1687 in hand or on file. Upon validation, the member then becomes an authorized user (see Appendix A for the Authorized Users Chart). Training units and soldiers must clear the Self Help before leaving the Hohenfels Training Area. A cash collection voucher will be initiated for any items hand receipted to authorized users, which are not returned to the Self Help. For rotational training units, only individuals designated on DA Forms 1687 will be allowed to clear.

10. HOUSEHOLD HAZARDOUS WASTE: The SHS also serves as the central drop off point for household hazardous wastes (see Appendix G).

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11. The POC for this policy is Mr. Horst J. Manhart, Acting C/O&M-Div, DPW, USAG Hohenfels, 466-2682.



KHIEM T. LUU
Director of Public Works

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- 1 - Appendix A – Authorized Use of Self Help Store
- 2 - Appendix B – Typical Self Help Tasks
- 3 - Appendix C – Expended Self Help Projects
- 4 - Appendix D – Tools and Equipment
- 5 – Appendix E – Direct Exchange (DX) Items
- 6 – Appendix F – Expendable Items
- 7 – Appendix G – Household Hazardous Wastes

DISTRIBUTION:
C and E

APPENDIX A

Authorized Use of Self Help Store

Type of Customer ↓	Type of Service →	Issue of small qty. of expendable supplies (listed in app. F) & direct exchange (listed in app. E)	Loan of Tools and Equipment (listed in app. D)	Expanded self help – repair, construction or alteration to quarters or grounds
Occupants of government owned housing		YES	YES	YES Approved work request (DA4283)
Occupants of government leased housing		YES	YES	YES Approved work request (DA4283)
Occupants of GRHP housing		YES	YES	NO
Occupants of private rental housing paid for by US forces. ID cardholders only.		NO *** ****	YES	NO
Occupants of single soldier billets		YES	YES	YES Approved work request (DA4283)
Installation organizations and permanent party units*		YES For government owned facilities	YES	YES Approved work request (DA4283)
Rotational units*		YES	YES	NO
On post private contractors**		YES For government owned facilities	YES For government owned facilities	YES Approved work request (DA4283)

* Signature card required. Card approval must be Captain or higher. Limited to requirements at USAG Hohenfels only.

** COR of contract must approve use by the contractor in accordance with contract.

*** **Exception: Service Members, Spouses and Family Members who reside in Private Rental Housing, GPRH acquired through the Housing Division.**

**** **Exception: Occupants of PRH are entitled to oven light bulbs to replace the light in their Government owned stove.**

APPENDIX B

Typical Self Help Tasks

This list of self help tasks does not include all self help tasks which can be undertaken, rather some of the most common. If you are unsure whether a task is a self help task, call the self help store at DSN 466-2045 (CIV 09472-83-2045) or the DPW Work Order Desk at DSN 466-2752 (COMM 09472-83-2752) and ask.

1. Replacing light bulbs in offices, billets, and common use areas, such as basements, storerooms, latrines, and fire exit lights.
2. Tightening and replacing hardware items (bolts, nuts, and screws on door hinges, doorknobs, window lifts, etc.).
3. Maintaining grounds, including policing, mowing, trimming, watering, raking leaves, and removing other debris.
4. Cleaning premises or quarters in troop areas, including waxing floors, washing windows, and emptying and covering trashcans (to prevent insect breeding).
5. Cleaning door and window insect screens and patching small holes.
6. Lubricating hardware items (hinges, etc.) to ensure quiet and proper operation.
7. Replacing caulking around door and window openings and around tiles in bathtubs and showers.
8. Cleaning vents, grills, exhaust fans, and filters.
9. Replacing faucet washers, handles, showerheads, etc.
10. Cleaning and unstopping drains in floors, showers, and common use areas.
11. Sodding, seeding, fertilizing, and adding soil to existing lawns.
12. Digging shallow drainage ditches to minimize erosion and correct improper drainage.
13. Moving and storing of furniture, equipment, boxes, crates, and other objects to avoid unnecessary damage to floors, walkways, and equipment.

APPENDIX C

Expanded Self Help Projects

This list of typical expanded self-help projects does not include all self help projects, which can be undertaken, just some samples. If you are unsure whether a project would be an expanded self help project, call the SHS at DSN 466-2045 (CIV 09472-83-2045) or the DPW Work Order Desk at DSN 466-2752 (COMM 09472-83-2752) and ask.

1. Installing additional or replacing existing wood trim work around doors, windows, etc.
2. Constructing patios and walkways with stone pavers.
3. Painting of premises or components at occupant's expense or with Government furnished paint. Spot painting is not expanded self-help and does not require a DA Form 4283.
4. Constructing partition walls (non-load bearing) within a facility (other than family housing).

Tools and Equipment

This list of tools and equipment reflects what is currently on stock at the SHS. New tools and equipment are added to the inventory from time to time. **Unit Self Help materials, tools and equipment will be used for maintenance, repair and minor construction of Real Property Facilities only. Items will not be issued for maintenance and repair of personal property, vehicles or for any items that are not identified as DPW Real Property.**

Long-term loan items for Building Coordinators: The Building Coordinator (BC) may request a permanent issue of certain tools; e.g. lawn-mowers, rakes, weed eaters, etc. to maintain the assigned building. The BC must sign for the equipment on Hand Receipt and re-sign the form every six months. BC's pending PCS must return all equipment or have his/her officially designated replacement sign for the equipment from the Self Help Store.

The following tools and equipment are available for loan (free of charge) to all authorized users (see Appendix A) for 3 days at a time. Loading, transporting, and safeguarding is the responsibility of the borrower (user). Abuse and damage (other than fair wear and tear) will result in issuance of a Statement of Charges and/or a Cash Collection Voucher. Upon request, self help personnel will demonstrate the proper use of tools and equipment.

The user will provide fuel and oil for engine-driven equipment.

Returned tools/equipment will be checked for cleanliness and serviceability before the record in the computer is closed out.

Circular saw	Drill (electric)	Drill (cordless)	Jig saw
Extension cord	Vacuum cleaner	Swing blade	Shears (electric)
Leaf blower	Leaf vacuum	Sander (electric)	Roto tiller
Soldering gun	Grinder (small)	Grass edger (electric)	Hammer
Putty knife	Caulking gun	Tape measure	Dolly
Pruning shears	C-clamp	Step ladder	Screwdriver
Pliers	File	Adjustable wrench	Staple gun
Cement trowel	Plaster trowel	Safety goggles	Hoe
Two-foot level	Crowbar	Sledge hammer	Pick
Metal shears	Drill bits (metal)	Wood plane	Hand saw
Hack saw	Bow saw	Carpenter square	Snow Shovel
Combination square	Carpet cleaner	Drill bits (masonry)	Paintbrush
Paint tray	Paint roller	Extension handle	Fertilizer spreader
Stencil machine (1/2", 1", and 1-3/4")	Lawn mower	Mitre box	Lawn rake
Drop light	Hedge shears	Posthole digger	Street broom
Garden rake	Weed eater	Grass shears	Torx Screwdriver
Wheel barrow		Shovel	Torx Bit
Street broom			

APPENDIX E

Direct Exchange (DX) Items

This list of Direct Exchange (DX) items reflects what is currently on stock at the SHS. New items are added to the inventory from time to time. Direct Exchange means that the old item must be brought in and exchanged for the new/replacement item on a one-for-one basis. The only exception is the situation in which a housing occupant has a memorandum from the DPW Housing Office, stating that the item was missing when the quarters were assigned.

8572	Stopper, Waste 40,5 mm	8573	Stopper, Waste 43,5mm
6426	Bar, Towel, Double Arm	8574	Stopper, Waste 45.5mm
9774	Hose, Hand, Shower, 1/2" x 1/2"	9817	Hose, Hand, Shower, 1/2" x 3/4"
9953	Shower, Assembly #28071	8406	Bar, Grab, Bathtub, 250 mm
8706	Aerator, M22 x 1 mm	8707	Aerator, M24 x 1 mm
8708	Aerator, M28 x 1 mm	6475	Shower, Head, Chrome
4776	Hose, Shower, 1/2"	4817	Hose, Shower, 3/4"

APPENDIX F

Expendable Items

This list of expendable items reflects what is currently on stock at the SHS. New expendable items are added to the inventory from time to time. Requests for large amounts of expendable items will be considered an expanded self help project and will require an approved request for work (DA Form 4283).

Chemical defoliants: Herbicides to control weeds are not issued. Such chemicals are poisonous and most are restricted by German law.

Pesticides: Issue of pesticides is restricted to ant traps and powder.

Paint: Housing occupants are issued 10 gallons of interior paint per year, any further requests i.e. enamel, spray paint must be requested through DPW Work Order Section.

Tapping Screw	Hook and Eye Screw	Butt Hinge
Coat Hinge hook	Door Bolt	Picture Hook
Hinge	Mirror	Caulking
Adhesive	Toggle Bolt	Nut
Washer	Flat Nail	Rivet
Expansion Shield	Sand Paper	Fuse
Safety Cover	Rod Shower	Cable Clamp
Trap Drain	Toilet Seat	Binder Cable
Shelf Holder	Toilet Paper Holder	Soap Dish
Garden Water Hose 1/2-3/4	Coupling 1/2-3/4	Nozzle 1/2-3/4
Plug Connector	Light Starter	Steel Chain
Humidifier	Magnetic Catch	Drop Cloth
Cement	Curtain Clips	Lacquer
Paint	Mounting-Adhesive	Varnish
Paint Thinner	Velcro	Screen
Hinged Hasp	Door Handle	Mirror Clamp
Wood Screw	Roof Nail	Carpet Tape
Wood Filler	Towel Bar	Wood Chips
Grass seed	Peat Moss	Flowering Plants
Fertilizer	Topsoil	Sand (for Sand Box)
Salt (for Roads)	Bio Bags	Recycling Bags
Lamps:		
- Flourescent		
- Linestra		
- Spot		
- Power Saver		
- Halogen		

APPENDIX G

Household Hazardous Wastes

This list of Household Hazardous Wastes (HHW) reflects what is currently accepted at the SHS. You can tell if an item is HHW by looking for the following words on the label: Poison, Keep Out of Reach of Children, Harmful if Swallowed, Use Only in a Well-Ventilated Area, Avoid Contact with Skin or Eyes, Irritant, Corrosive, etc. Empty HHW containers, except for aerosol cans, may be rinsed and recycled with your plastics, glass, or metal.

Aerosol Cans (empty or full)

Air Freshener

Bathroom Cleaner

Batteries

BBQ Lighter Fluid

Bleach & Laundry Soap

Cooking Grease or Oil

Disinfectant

Drain cleaner

Fabric cleaner

Flee Spray or Collars

Fluorescent Light Tubes

Furniture Polish

Furniture Refinisher

Glass Cleaner

Hair Coloring

Lime-Away

Mold Remover

Mothballs

Nail Polish & Remover

Old Medicine

Paint

Pesticides

Photo Chemicals

Rug Shampoo

Shoe Polish

Solvent-based Glue

Spot Remover

Thermometers

Turpentine

Varnish

Home Perm Solution