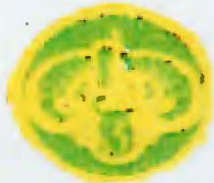


San Antonio

# LIGHTHOUSE

for the blind



- San Antonio Lighthouse for the Blind operates the Fort Hood Post Supply Center, Hazmart and Self Help store; providing products to soldiers, civilians and contractors; supporting the mission.
- The San Antonio Lighthouse is a non profit organization affiliated with the National Industries for the Blind and employs nearly 450 of which 75% are blind or legally blind.
- The mission of the Lighthouse is to create opportunities for individual independence. With over 50,000 blind and visually impaired in the area, touching lives through employment and or rehabilitation services is what the San Antonio Lighthouse for the Blind is about.





IMHD-PWB

SUBJECT: Memorandum of Instruction (MOI) for Unit/Activity Self-Help

e. Maintain an inventory list and price list for products available for issue at the BSC Self-Help store.

#### 5. UNIT/ACTIVITY RESPONSIBILITIES:

a. Complete a "New Self-Help Customer Account Information" sheet (Attachment 1) for each organization account. Update information as it changes.

b. Designate individual(s) to perform R&U functions in accordance with FH Reg 420-27 and complete DA Form 1687, Notice of Delegation of Authority, with above-named as authorized representatives to shop for self-help materials. Update as personnel changes occur, including assumption of command orders and duty appointment orders and submit to San Antonio Lighthouse for the Blind (SALB).

c. Return completed documentation (account information sheet and/or DA Form 1687), assumption of command orders, and duty appointment orders to SALB, Building 135, 4406 XX XX Street, San Antonio XX XX, 287-2695 or 9-532-9861.

**New location for the Base Supply Center and Self-Help Store is at Building 135, 761st Tank Battalion Avenue.**

d. Register for R&U training through the Troop Schools to facilitate effective use of personnel and assets in organizational repair and maintenance, as required by FH Reg 420-27. Submit copies of the R/U card issued by Troop Schools to SALB at building 4406 for verification purposes.

e. Complete DA Form 3161 for R&U project materials. Signature of Commander/Director/Manager from MSC and sub-organization is required. Refer to FH Reg 420-27, Section 3a, for approved R&U projects.

f. Complete DA Form 4283 for DPW approval. Submit completed form to the Work Reception Office, Building 4612, Engineer Drive, Room 27, for Troop Construction projects. Refer to FH Reg 420-27, Section 4a, for projects that qualify for Troop Construction projects.

#### 6. SELF-HELP PROCEDURES:

a. San Antonio Lighthouse for the Blind currently operates the Base Supply Center located at Building 4406, XX XX Street, San Antonio XX XX, phone 287-2695, or 9-532-9861. The Self-Help Store is co-located with the Base Supply Center in Building 135. **New location for the Base Supply Center and Self-Help Store is at Building 135, 761st Tank Battalion Avenue.**

b. Troop construction or maintenance project materials will be provided to units only with a DPW-signed/approved DA Form 4283. Troop project materials will be delivered



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SUBJECT: Memorandum of Instruction (MOI) for Unit/Activity Self-Help

to either the Self-Help Store, or drop-shipped to the unit/activity location. Special order or select seasonal items could take from 5 to 7 business days depending on demand.

c. Repairs and Utilities materials and pest control supplies will be provided in accordance with unit/activity signed DA Form 3161. Materials available off the shelf may be taken by units/activities the next working day. See paragraph 6b for exceptions.

d. Transactions at the SALB Self-Help Store are limited to a maximum material purchase of \$3000, or remaining primary organization allotment, whichever is less, per daily sub-organization transaction.

e. Any new customer organizations wishing to establish Base Supply Center accounts must complete a "New Customer Account" form and DA Form 1687, Notice of Delegation of Authority (signed by government purchase card holder), and other documents, to include the OF 7 (Property Pass, Military Authorization to Carry Property in POVs), assumption of command and duty appointment orders designating R&U representatives, and deliver to Base Supply Center, Building 4406 at 77th Street and Warehouse Avenue. DPW reserves the right to limit activities eligible for self-help materials.

f. Any unit/activity may request to establish a Base Supply Center account, in accordance with paragraph 6e, above, and SALB will submit the request to DPW for approval. Contractors and non-Army tenants that are responsible for maintenance and repair of their assigned facilities are prohibited from obtaining DPW-funded self-help materials. Those activities may use their organization or company credit card to purchase directly from SALB.

7. SPECIAL INSTRUCTIONS FOR CUSTOMERS: The below procedures will be monitored by DPW Environmental.

a. Used Lamps:

(1) Used lamps may be turned in to the Base Supply Center (BSC), Bldg 4406, while obtaining replacement lamps from either the BSC Store or the DPW Self-Help Center, or any time during normal working hours. Bulk quantities of used lamps will require a turn-in directly to the DPW Classification Unit (CU).

(2) Replacement lamps will be issued on a one-for-one exchange, with reasonable extra quantities as spares.

b. Pest Control Products:

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SUBJECT: Memorandum of Instruction (MOI) for Unit/Activity Self-Help

(1) All organizations must implement procedures to control nuisance pests in their facilities prior to requesting professional pest services by utilizing non-chemical and approved chemical pest control techniques and products available through the Self-Help/BSC store to the fullest extent.

(2) DPW provides a variety of Self-Help Pest Control products in the BSC Self-Help store to facilitate in the control of nuisance pests. These products are approved for installation use in installation facilities (not including Family Housing). These non-chemical and low chemical products are safe and effective when used as directed.

(3) Self-Help Pest Control Products are available to authorized occupants of installation facilities (other than RCI-owned Family Housing facilities).

(4) Common pests that may be controlled through self-help: Ants, roaches, spiders, crickets, wasps, mosquitoes, mice, rats, and flies.

c. Pest Control Procedures:

(1) Determine where the pests are coming from; is the nest indoors or outdoors?

(2) Eliminate food sources; clean up unnecessary messes.

(3) Seal cracks, crevices and plumbing/electrical penetrations with caulk, cooper mesh, steel wool, foam, etc.

(4) Inspect plants and other items before bringing indoors.

(5) Move clutter away from the building, mow lawn, trim trees, fill holes/voids, pest harborage, etc.

(6) Store garbage cans in dry places; keep clean, and empty daily.

(7) Correct moisture, leaks and ventilation problems.

(8) Vacuum and mop regularly.

(9) Check door sweeps/seals.

(10) Keep food items in sealed containers.

(11) Check floor drains, keep soapy water in floor drains or cover with screen.



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SUBJECT: Memorandum of Instruction (MOI) for Unit/Activity Self-Help

d. If the above procedures fail after 30 days, call in a work order to the DPW Service Order Desk at 287-2113.

e. A "Ready to Use" (RTU) herbicide is also available by purchase only and is utilized only to aid in minor vegetation control.

8. HOURS OF OPERATION: Base Supply Center and Self-Help Store hours of operation are 0730-1630, Monday through Friday, excluding government holidays. Phone numbers are 287-2695, or 9-532-9861.

9. Point of contact is Philip Smith, 287-7591, [philip.d.smith34.civ@mail.mil](mailto:philip.d.smith34.civ@mail.mil).

DOSA.BRIAN.LAWR  
ENCE.1045276682

Digitally signed by  
DOSA.BRIAN.LAWRENCE.1045276682  
DN: cn=US, o=U.S. Government, ou=DoD,  
ou=PIG, ou=USA,  
cn=DOSA.BRIAN.LAWRENCE.1045276682  
Date: 2014.07.03 14:16:14 -0500

Attachments  
New Self-Help Customer Account  
Information Sheet

BRIAN L. DOSA  
Director of Public Works

DISTRIBUTION:  
IAW FH Form 1853: A

**SELF HELP STORE**  
**BLDG 4406 77<sup>TH</sup> & WAREHOUSE AVE**  
**287-2695**

**R&U Representative must attend the R&U Class before submitting the Self Help customer account packet to the Self Help Store.**

- a. **Military – Contact your S-3 NCO. They will submit an Electronic Application form requesting you to attend the R&U class at the Troop School.**
- b. **Civilians – See your supervisor.**

**UNIT MUST SUBMIT THE FOLLOWING DOCUMENTATIONS:**

- A. **SELF HELP CUSTOMER ACCOUNT SHEET**
- B. **ASSUMPTION OF COMMAND ORDERS**
- C. **DA 1687 (SIGNATURE CARD)**
- D. **PROPERTY PASS – Signed by the Unit Commander and R&U must maintain the pass in their POV**
- E. **R&U DUTY APPOINTMENT ORDERS**
- F. **COPY OF THE R&U CARD**
- G. **POC for their G-4/S-4 approving authority @ MSC Level**

**CIVILIAN MUST SUBMIT THE FOLLOWING DOCUMENTATIONS:**

- A. **SELF HELP CUSTOMER ACCOUNT SHEET**
- B. **MEMORANDUM from the Command Level (Director or Division Chief) or the Supply Division designing R&U to shop at the Self Help Store.**
- C. **DA 1687 (SIGNATURE CARD)**
- D. **PROPERTY PASS**
- E. **COPY OF THE R&U CARD**
- F. **POC for your organization that will be monitoring all expenditures**
- G. **R&U APPOINTMENT ORDERS**

**RECEIPT OF SUPPLIES:**

- A. **Complete DA Form 3161 with requested supplies, include R&U phone number**
- B. **Get approval signature from G4/S4 approving authority**
- C. **Bring signed 3161 to Self Help Store**
- D. **Self Help Store will get DPW Approval & contact requestor for pickup of supplies**

**Note: All approved DA Form 4283 for Troop Construction project materials must be submitted to Self Help Store by the units/activities with a DPW signed/approved stamp.**

**HOURS OF OPERATION: Self-Help Store hours of operation are 0730-1630, Monday through Friday, excluding Government Holidays.**



Attachment 2

New Self Help Customer Account Information

NEW CUSTOMER ACCOUNT INFORMATION	CUSTOMER INFORMATION
ORGANIZATIONAL INFO	MSC (Parent Organization) 1CD
UNIT	1-7 CAV, 1 BCT
UIC	W0VCAA
PRIMARY CONTACT	CPT WILLIAM SMITH
ADDRESS	BLDG 10004 72 <sup>nd</sup> STREET
Telephone number	W#287-1011 CELL#337-1231
E-MAIL ADDRESS	William.Smith@US.ARMY.MIL
ALTERNATE CONTACT R&U	SGT TOMMY THOMAS
ADDRESS	BLDG 10002 72 <sup>ND</sup> STREET
Telephone number	W#287-1056
E-MAIL ADDRESS	Tommy.Thomas@US.ARMY.MIL
ADDITIONAL CONTACT R&U	PFC DAVID REYNOLDS
Telephone number	W#287-1056/1057
ADDRESS	BLDG 10002 72 <sup>ND</sup> STREET
E-MAIL ADDRESS	David.Reynolds@US.ARMY.MIL
FOR STORE USE	
PRIMARY ACCOUNT NUMBER	
SUB ACCOUNT NUMBER	
CUSTOMER TYPE	ACCOUNTS RECEIVABLE

Info collected by: \_\_\_\_\_ Date: \_\_\_\_\_

Acct created by: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE FORM**



Attachment 2  
New Self Help Customer Account Information

NEW CUSTOMER ACCOUNT INFORMATION	CUSTOMER INFORMATION
ORGANIZATIONAL INFO List facilities of coverage. Include building numbers	
UNIT	
UIC	
PRIMARY CONTACT	
ADDRESS	
Telephone Number	
E-MAIL ADDRESS	
ALTERNATE CONTACT R&U	
ADDRESS	
Telephone Number	
E-MAIL ADDRESS	
ADDDITIONAL CONTACT R&U	
Telephone Number	
ADDRESS	
E-MAIL ADDRESS	
FOR STORE USE	
PRIMARY ACCOUNT NUMBER	
SUB ACCOUNT NUMBER	
CUSTOMER TYPE	





# Attachment 2

## New Self Help Customer Account Information

<b>NEW CUSTOMER ACCOUNT INFORMATION</b>	<b>CUSTOMER INFORMATION</b>
<b>ORGANIZATIONAL INFO</b>	DHR
<b>UNIT</b>	Directorate of Human Resources
<b>UIC</b>	WOVCCT
<b>PRIMARY CONTACT</b>	Command Level (Director or Division Chief) James Brown, JR.
<b>ADDRESS</b>	Bldg12002,Room101 Fort Hood, TX 76544
<b>Telephone number</b>	254-532-1212
<b>E-MAIL ADDRESS</b>	james.brown@us.army.mil
<b>ALTERNATE CONTACT</b>	POC: Charlie Brown – Manage and Control Spending & Approve all DA 3161's
<b>ADDRESS</b>	Bldg 12002, Room 101A Fort Hood, TX 76544
<b>Telephone number</b>	254-532-1234
<b>E-MAIL ADDRESS</b>	charlie.brown@us.army.mil
<b>ADDITIONAL CONTACT</b>	R&U – Steve Shawn
<b>Telephone number</b>	254-532-1214
<b>ADDRESS</b>	Bldg 12002, Room 102 Fort Hood, TX 76544
<b>E-MAIL ADDRESS</b>	steven.shawn2@us.army.mil
<b>FOR STORE USE</b>	
<b>PRIMARY ACCOUNT NUMBER</b>	
<b>SUB ACCOUNT NUMBER</b>	
<b>CUSTOMER TYPE</b>	ACCOUNTS RECEIVABLE

Info collected by: \_\_\_\_\_ Date: \_\_\_\_\_

Acct created by: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE FORM CIVILIAN ORGANIZATIONS**

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES				LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ    REC		SIGNATURE AND INITIALS		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM    THE PERSON(S) LISTED ABOVE THE AUTHORITY TO:						
REMARKS						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE				DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER		EXPIRATION DATE	SIGNATURE



OPTIONAL FORM 7  
SEPTEMBER 1988  
PRESCRIBED BY GSA  
FPMR (41 CFR) 101-20.110

## PROPERTY PASS

1. DATE ISSUED

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

2. NAME

3. BUILDING

4. DESCRIPTION OF PROPERTY BEING REMOVED

5. PROPERTY BELONGS TO

6. DEPARTMENT OR AGENCY

7. SIGNATURE OF PERSON AUTHORIZING REMOVAL  
OF PROPERTY

8. TITLE

9. PASS GOOD UNTIL

NSN 7540-00-634-4264

ENVIRONMENTAL

ALYSSA GREGOR

DPW ENVIRONMENTAL DIVISION

SOLID WASTE TEAM

EPCRA-HAZMAT SECTION

BUILDING 4622 ENGINEER DRIVE

254-535-1703

Jerry Mora

DPW-ENV

Fort Hood, TX

254-287-9184



# GOVERNMENT PURCHASE CARD - PURCHASE REQUEST & APPROVAL

For all Army GPC Purchases, per AFARS Appendix EE; the proponent agency is DASA(P)

## SECTION I – REQUEST FOR SUPPLIES OR SERVICES

1. Name of Requester	2. Phone Number	3. Date	4. Urgency of Need	
5. Description of Supplies or Services	6. Part Number	7. Quantity	8. Unit Price	9. Total Price
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
State Tax-exempt status: – <a href="https://smartpay.gsa.gov/content/state-tax-information">https://smartpay.gsa.gov/content/state-tax-information</a>		Shipping, Handling, and State Tax (if applicable)		\$
Remarks		Total Purchase Price		\$
10. Known Commercial Source(s) for Unique Items and Justification for Using a Commercial Source		11. Justification (Identified Legitimate Government Need):		

## SECTION II – CARDHOLDER ACTIONS

12. Order Number	13. <input type="checkbox"/> Funding Available	13a. Date of Certified Funding	14. <input type="checkbox"/> 889 Merchant Representation Obtained/On file
15. Screening for Proper Procurement Method			
16. Type of Supplies or Services			
<input type="checkbox"/> Office Supplies <input type="checkbox"/> Information Technology <input type="checkbox"/> Cellular Services <input type="checkbox"/> Printing <input type="checkbox"/> Furniture <input type="checkbox"/> Other Supplies/Services			
16a. Special Instructions for Type of Supplies or Services Selected (For NAF or OCONUS purchases, contact your GPC Program Office):			
17. Determination of Price Reasonableness:			
<input type="checkbox"/> Commercial off-the-shelf purchase [and/or] <input type="checkbox"/> personal knowledge of item(s) being purchased.			
<input type="checkbox"/> Three Sources: (1) _____ (2) _____ (3) _____			
<input type="checkbox"/> Other Reasonable Basis: _____			

## SECTION III – APPROVALS (Approver Name / Position boxes may be tailored)

18. Approver Name / Position	19. Signature	20. Approver Name / Position	21. Signature
Cardholder			
		Billing Official	
This Signature locks items in blocks 5-9			

## SECTION IV – PROPERTY BOOK VERIFICATION FOR ACCOUNTABILITY

22. Property Accountability Classification	23. APO/Supply Officer Name	24. APO/Supply Officer Signature

## SECTION V – INDEPENDENT RECEIPT AND ACCEPTANCE

25. Name of Receiver	26. Date Received	27. Signature





**PURPOSE:** To request, purchase and account for supplies and services up to the micro-purchase threshold. Cardholder should verify the micro-purchase threshold prior to making any purchases to ensure this amount is not exceeded. As of 1 Apr 19, the micro-purchase threshold is \$10,000, with exceptions. For services subject to Contract Labor Standards, the threshold is \$2,500; and for construction, the threshold is \$2,000. To verify the current threshold or other exceptions, refer to the Federal Acquisition Regulation (<https://www.acquisition.gov>), part 2.101, definition of "Micro-purchase."

## INSTRUCTIONS

1. **Name of Requester.** Soldier or Department of the Army Civilian (or equivalent) requesting supplies or services; not the Cardholder, Billing Official, or a Government Contractor.
2. **Phone Number.** Contact information of the person identified in block 1.
3. **Date.** Date of purchase request.
4. **Urgency of Need.** Select the most suitable designator based on the immediacy of requirement. Prioritize purchase requests in descending order: 1- Urgent, 2 - Priority, 3 - Routine.
5. **Description of Supplies or Service.** Item name required.
6. **Part Number.** National Stock Number, Unit Product Code, or other manufacturer's Item Identifying number.
7. **Quantity.** The number of items requested in block 5.
8. **Unit Price.** The individual price of each item listed in block 5.
9. **Total Price.** This amount is calculated based on the information provided in blocks 7 and 8.  
**Shipping, Handling and State Tax.** Amount of cost attributable to the vendors noted pricing for shipping and handling; and State Tax if applicable.  
**Sum Total Purchase Price.** This amount is calculated based on the information provided in the Total Price plus Shipping & Handling column.  
*If the requirement exceeds 5 items, use the GPC Purchase Request & Approval (Continuation Sheet).*
- Remarks.** This field may be used for any internal SOP requirements, such as Line of Accounting, additional routing verifications, etc.
10. **Known Commercial Source(s) for Unique Items and Justification for Using a Commercial Source.** Optional field. Identified merchants where peculiar items may be purchased and justification to exclude Federal Supply Schedules. Cardholder may not use block 10 to circumvent the mandatory sources in block 16a.
11. **Identified Legitimate Government Need (Purpose/Why).** Identify and note the impact to the government if the requested items are not fulfilled. *An authorized purchase is one that is lawful and meets a legitimate, bona fide and minimum Government need at a fair and reasonable price.*
12. **Order Number:** Internally assigned number for accountability. May be the same as the GFEBs PR Number.
- 13./13a. **Funding Available and Date.** Cardholder verified certified funding and date available prior to purchasing.
14. **889 Merchant Representation Obtained/On-file.** Cardholder verified merchant is 889 compliant prior to purchasing.
15. **Screening for Proper Procurement Method.** Use the pull-down menu to select the most appropriate procurement method. **Note:** this Purchase Request may not be used when so noted in the drop-down.
16. **Type of Supply or Services.** Select the most appropriate type of supply or service requested. *Selection of one of the boxes is mandatory whether the remainder of the purchase request form is filled out electronically or manually.* Block 16a will populate with mandatory information based on which box is selected in block 16. Cardholder must comply with the noted Special Instructions. For future purchases of the same supplies, purchases must be distributed equitably among qualified suppliers.
17. **Determination of Price Reasonableness.** For other than mandatory source purchases, verify price reasonableness for purchases when (1) the purchaser suspects or has information to indicate the price may not be reasonable, or (2) when purchasing a supply or service for which no comparable pricing information is readily available. *See Federal Acquisition Regulation, Subpart 13.203 (<https://www.acquisition.gov>).*
- 18.- 21. **Organization Approvals.** Identified persons either by name or position within an organization who must approve of the request prior to purchase. *The Approver Names / Position boxes are pre-filled with "Cardholder, Supervisor, and Billing Official;" however, these may be erased and written over in accordance with locally established internal operating procedures.*
22. **Property Accountability Classification.** Accountable Property Officer (APO) or Supply Officer determines property classification and annotates property in property book/on hand-receipt as appropriate. Refer to AR 710-2-1, *Supply Policy Below the National Level*, Section 1-12.b.(3).
23. **APO/Supply Officer Name.** Name of Installation/ Organization APO or Supply Officer making determination in Block 22. *Coordination between the Cardholder and APO/Supply Officer is required to ensure that all purchases requiring Property Book annotations are identified and accounted for.*
24. **APO/Supply Officer Signature.** Signature of the person identified in block 23.
25. **Name of Receiver.** Soldier or Department of the Army Civilian (or equivalent) receiving the requested supplies or services; not the Cardholder, Billing Official, or a Government Contractor. *May be the same person identified in block 1.*
26. **Date Received.** Date of Supply/Services receipt.
27. **Signature.** Signature of the person identified in block 25.



## COMPLETION INSTRUCTION FOR DA Form 4283 - FACILITIES ENGINEERING WORK REQUEST

(Part "A" completed by requestor per instructions below)

(Part "B" completed by the DPW in accordance with local procedures)

### PART "A"

**CUSTOMER ID:** One to three alpha numeric characters per local DPW policy.

A code used to identify the user, occupant, owner of a facility, or the organizational activity submitting a work request.

**DOCUMENT SERIAL NO:** Must be five alpha numeric characters. Based on local procedures, this number may be generated and entered by the requestor or computer generated and assigned by DPW. It is a number which indicates a place in a series and when used in conjunction with installation number, customer identification, document type, and fiscal year, it uniquely identifies one document of a particular type.

**FISCAL YEAR:** The last digit of the fiscal year; i.e., '3' for Fiscal Year 2003.

**TYPE:** Leave blank; DPW Work Reception will complete

**SHORT JOB DESCRIPTION:** Up to 30 alpha numeric characters that provide a description with a concise summary statement of the work to be performed.

**DATE:** The date Work Request was completed (Format - 15 JUL 03).

**INSTALLATION ABBREVIATION:** Up to eight alpha numeric characters for the locally assigned abbreviation of the installation's officially designated name; e.g., Fort Benjamin Harrison abbreviated as Fort Ben.

**FACILITY NUMBER:** A code of five alpha numeric characters which represent the unique serial number assigned to a real property facility within an installation for identification through its life cycle, e.g. P0001.

**REMARKS:** At a minimum, include email address of the Primary POC and an Alternate POC for requested work.

**INSTALLATION NAME:** The official name of an Army real estate holding and the principal function as defined in the real property inventory, e.g., Fort Lee.

**CUSTOMER NAME:** The name or description of the user, occupant, owner of a facility, or the organizational activity authorized to submit a request for work consisting of up to 15 alpha numeric characters.

**POC NAME:** Name of the person responsible for specific work information about requested work consisting of up to 15 alpha numeric characters (Format - Last Name, First Name)

**POC PHONE NUMBER:** Phone number for POC of this particular work request consisting of up to 12 alpha numeric characters.

**WORK DESCRIPTION:** Description of work to include impact and justification.

**AUTHORIZED REQUESTOR:** The name of the individual who is authorized to request work.

**SIGNATURE:** Signature of Authorized Requestor.



# FACILITIES ENGINEERING WORK REQUEST

For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.

FACILITIES ENGINEERING WORK REQUEST																			
For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.																			
PART A (See requestor Instructions)		CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	TYPE	SHORT JOB DESCRIPTION										DATE			
																DA	MON	YR	
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/FACILITY NUMBERS																	
		1	2	3	4	5	6	7	8	9	10								
1																			
2																			
3																			
REMARKS																			
INSTALLATION NAME					CUSTOMER NAME					POC NAME					POC PHONE NUMBER				
WORK DESCRIPTION (Description and justification of work request)																			
AUTHORIZED REQUESTOR (Type or print)										AUTHORIZED REQUESTOR SIGNATURE									
PART B (Approving Official Only)		APPROVAL ACTION CODE:				SPECIAL INTEREST CODE:				DATE									
		WORK REQUEST PRIORITY:				ESTIMATED WORK START DATE:				DA	MON	YR							
		PROGRAM INDICATOR CODE:				ESTIMATED WORK COMPLETION DATE:													
ENVIRONMENTAL IMPACT				WORK TO BE PERFORMED				WORKCLASS		APPROVAL AMOUNTS				SOURCE OF FUNDS					
YES		NO								FUNDED		UNFUNDED							
<input type="checkbox"/>	<input type="checkbox"/>	ENVIRONMENTAL CONSIDERATION		<input type="checkbox"/>	IN-HOUSE										<input type="checkbox"/> DIRECT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA INITIATED		<input type="checkbox"/>	SELF-HELP										<input type="checkbox"/> AUTOMATIC REIMBURSEMENT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED		<input type="checkbox"/>	CONTRACT										<input type="checkbox"/> FUNDED REIMBURSEMENT				
				<input type="checkbox"/>	TROOP										ACCOUNT PROCESSING CODE				
DESIGN APPROVAL (Please type or print name)					DATE			APPROVAL AUTHORITY (Please type or print name)					APPROVAL ACTION			DATE			
DESIGN APPROVAL SIGNATURE					DA			MON			YR			APPROVAL AUTHORITY SIGNATURE			DA		
														<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DA   MON   YR 		

# FT. CAVAZOS - R & U SELF HELP PRODUCT LIST

10/14/2016

ELECTRICAL			
BULB, 13W CFL MINI TWISTER (equivalent to 60 W standard)	PELMDT213W	\$ 3.58	EA
BULB, 13W CFL, 2 PIN TWIN TUBE PLUG-IN GX23	PPLS13W8412PALT	\$ 1.70	EA
BULB, 15W INCANDESCENT T6 130V EXIT SIGN	P15T6140	\$ 1.01	EA
BULB, 26W CFL, 4 PIN TWIN TUBE PLUG-IN	PPLC26W414PALTO	\$ 7.70	EA
BULB, 13W, 4 PIN, DOUBLE BIAX (case recommended-10/case)	PPLC13W414PALTO(5.65/EA	\$ 56.50	CS
BULB, 18W, 4 PIN CFL (case recommended-10/case)(new)	PPLC18W414PALTO(6.28/ea	\$ 62.80	CS
FLOURESCENT, 2FT, 20W/T12 (case recommended-30/case)	PF20T12CWA (1.70/ea)	\$ 51.00	CS
FLOURESCENT, 3FT, 30W/T12 (case recommended-30/case)	PF30T12CWRSALTO(2.34/e)	\$ 70.20	CS
FLOURESCENT, 2 FT, 17W, T8 (30/case)	PHLF17T8TL841 (\$5.10/ea)	\$153.00	CS
FLOURESCENT, 3FT, 25W/T8 (case recommended-30/case)(new)	PF25T8TL841ALTO (4.62/EA)	\$138.60	CS
FLOURESCENT, 4FT, 40W/T12 (case recommended-30 case)	F40T12CWSUPREME (\$3.19)	\$ 95.70	CS
FLOURESCENT, 8FT, 96W/T8 (case recommended-25/case)	PF96T8TL741PLUS (9.04/ea)	\$ 226.00	CS
FLOURESCENT, 8FT, 96W/T12 SINGLE PIN(special order only-15/cs)	F96T12CWSUPREME (6.99/e)	\$ 104.85	CS
FLOURESCENT, 8FT, 96W/T12 HIGH OUTPUT(sp. order only-15/cs)	F96T12CWH00ALTO (4.49/e)	\$ 67.35	CS
FLOURESCENT, 4FT, 32W/T8 (case recommended-30/case)	PF32T8TL741A (2.61/ea)	\$ 78.30	CS
FLOURESCENT, U-BEND, 32W/T8 (case recommended-20/case)	PFB32T8TL741 (8.77/ea)	\$ 175.40	CS
FLOURESCENT, U-BEND, 40W/T12 (case recommended-12/case)	FB40T12CWSUPREM(6.73/E)	\$ 80.76	CS
FLOURESCENT, U-BEND, 32W/T8; 1 5/8"; (case only-special order)	31T8TL84ALT015 (\$13.78/e)	\$ 206.70	CS
BULB, 35W; HPS; MEDIUM BASE (special order only)	PC35S76M	\$ 18.24	EA
BULB, 50W; HPS; MOGUL BASE (special order only)	PHIC50S68ALTO	\$ 20.96	EA
BULB; CFL; 13W; 2GX7 BASE; FLAT 4 PIN (special order only)	SYLCF13DSE830	\$ 6.86	EA
BULB; 22" T5 FLOURESCENT (special order only/40 CASE ONLY)	PF24T5841H0	\$ 429.20	CS
BULB; 50W; METAL HALIDE; MEDIUM BASE (S.Order only-CASE 12)	PMHC50UM3KEL1TE	\$304.68	CS



**ELECTRICAL (CONT.)**

PG 2

COVER, LIGHT SWITCH, SINGLE, WHITE	LEVPJ1W	\$ 0.24	EA
COVER, LIGHT SWITCH, SINGLE, IVORY	LEVPJ11	\$ 0.24	EA
COVER, LIGHT SWITCH, SINGLE, LIGHT ALMOND	LEVPJ1-T	\$ 0.24	EA
COVER, LIGHT SWITCH, SINGLE, STAINLESS STEEL	LEV84001	\$ 1.22	EA
COVER, LIGHT SWITCH, DOUBLE, IVORY	LEVPJ21	\$ 0.45	EA
COVER, LIGHT SWITCH, DOUBLE, LIGHT ALMOND	LEVPJ2T	\$ 0.45	EA
COVER, LIGHT SWITCH, DOUBLE, ALUMINUM	LEVPJ8A	\$ 0.34	EA
COVER, LIGHT SWITCH, DOUBLE, STAINLESS STEEL	LEV84009	\$ 2.46	EA
COVER, LIGHT SWITCH, DOUBLE, WHITE	LEVPJ2W	\$ 0.45	EA
COVER, LIGHT SWITCH, TRIPLE, WHITE	LEVPJ3W	\$ 0.99	EA
COVER, LIGHT SWITCH, TRIPLE, ALMOND	LEVPJ3A	\$ 0.96	EA
COVER, LIGHT SWITCH, TRIPLE, IVORY	LEVPJ31	\$ 0.70	EA
COVER, OUTLET, SINGLE (ROUND), IVORY	LEVPJ71	\$ 0.24	EA
COVER, OUTLET, DOUBLE, IVORY	LEVPJ81	\$ 0.24	EA
COVER, BLANK PLATE, STAINLESS STEEL	LEV84014	\$ 1.58	EA
COVER, OUTLET, DOUBLE, STAINLESS STEEL	LEV84003	\$ 1.22	EA
COVER, OUTLET, DOUBLE, WHITE	LEV80703W	\$ 0.27	EA
COVER, OUTLET, EIGHT, WHITE	LEV88041	\$ 6.60	EA
COVER, OUTLET, GFI, SCREWLESS, ALMOND	LEV80301SA	\$ 4.50	EA
COVER, OUTLET, GFI, IVORY	LEVPJ261	\$ 0.25	EA
COVER, RAISED DUPLEX, STAINLESS STEEL	APP2510	\$ 0.78	EA
COVER, 4" SQUARE. STAINLESS STEEL	APP8465	\$ 0.64	EA
DIFFUSER, CLEAR 2' X 4' (Special order only)	LNSLI2X4	\$ 19.15	EA



**PEST CONTROL**

PG 3

BORACTIN, 1LB	MOM762111	\$ 14.45	EA
BAIT, ANT, MAXATTRAX, HOT SHOT	LOW46293	\$ 2.14	PK
BAIT, ROACH, MAXATRAX	LOW56806	\$ 5.97	PK
TRAP, COCKROACH, TRAPPIT	AGS140200	\$ 12.30	PK
TRAP, MOUSE, WOODEN, 2PK	LOW46901	\$ 2.00	PK
ROACH TRAPS (SOLD IN PACKS OF 10)	MOM658740	\$ 13.00	PK
TRAPPER GLUE BOARDS (SOLD IN PACKS OF 2@\$4.18/EACH)	MOM600065	\$ 8.36	PK

**PLUMBING**

MILDEW REMOVER, TILEX, 32 OZ.	LOW128668	\$ 5.95	EA
BELL PLUNGER, 18" HANDLE	5120008491141	\$ 19.18	EA
PLUNGER, 18" YELLOW HANDLE	LOW135360	\$ 6.72	EA
PLUNGER, 9" WOODEN HANDLE	GRA1RLV7	\$ 6.11	EA
SILICONE SEALANT, 100%, TUBE	8030003940002	\$ 7.51	EA
TAPE, THREAD SEAL 1/2"	LOW23725	\$ 2.75	EA
SPONGE, YELLOW	7920005598464	\$ 1.88	EA
TOILET SEAT, ELONGATED, WHITE	CEN550STSCC001	\$ 26.60	EA

**BASIC CARPENTRY AND CEILING**

CEILING TILE, 2'X2', 16 TILES/BOX	USG133	\$ 49.99	BX
CEILING TILE, 2'X4', 8 TILES/BOX	USG280	\$ 49.35	BX
JOINT COMPOUND, 12 LB	LOW171174	\$ 14.65	EA
JOINT COMPOUND, 3 LB	LOW7184	\$ 5.82	EA
TAPE, FIBERGLASS, DRYWALL, 1 7/8" X 500'	LOW101753	\$ 11.96	EA
PUTTY KNIFE, 3"; PLASTIC	WES13A714	\$ 2.15	EA
PUTTY KNIFE, 1 1/4"	GNS15PKS	\$ 1.99	EA
SANDPAPER, DRYWALL, #80 (10/PACK)	LOW246925	\$ 7.77	PK
GLUE, WOOD, TITEBOND II, 8OZ	LOW41217	\$ 3.28	EA
LIQUID NAILS, CONSTRUCTION, HEAVY DUTY	LOW44906	\$ 2.25	EA



**BASIC CARPENTRY AND CEILING (CONT.)**

PG 4

CAULK GUN, NON DRIP (NEW ITEM-ARRIVING SOON)	LOW539186	\$ 2.81	EA
SILICONE I, CLEAR, WINDOW AND DOOR	LOW47209	\$ 5.28	EA
SILICONE I, WHITE, WINDOW AND DOOR	LOW47385	\$ 5.28	EA
SILICONE II, XST PAINTABLE WHITE CAULK	1091669	\$ 9.48	EA
SILICONE II, BIO KITCHEN AND BATH	LOW48316	\$ 5.98	EA
NAILS, 8d, 2 1/2", 5 LBS	LOW69242	\$ 10.40	BX
SCREW. METAL, 1/2", 8 EA	LOW59173	\$ 6.11	PK
SCREW, METAL, 3/4", 8 EA	LOW67715	\$ 6.11	PK
SCREW, WOOD, 1/2", 6 EA	LOW64524	\$ 5.21	PK
HASP, 3 1/4", ZINC	NMCN102277	\$ 2.01	EA
HINGE, DOOR, 3 1/2", BRASS	NATN144352	\$ 3.87	EA
HINGE, DOOR, 4", BRASS	NATN144832	\$ 4.75	EA
DOOR STOP, FLIP DOWN	NATN226944	\$ 4.73	EA
SCREW, DRYWALL, 1 5/8"; 5 LB BOX	112322	\$ 19.55	BX
TOGGLE BOLT 1/8" X 2"; 50/PACK	LOW902197	\$ 9.60	PK
TOGGLE BOLT 1/8" X 3"; 50/PACK	LOW801332	\$ 10.74	PK
TOGGLE BOLT 3/16" X 3"; 25/PACK	LOW801334	\$ 10.74	PK
SCREW, WOOD 3/4" FLAT PHILLIPS	LOW2234	\$ 4.29	PK

**PAINTING SUPPLIES**

UTILITY HANDLE FOR PAINT; 60 INCH	7920002630328	\$ 4.56	EA
LATEX; BONE WHITE; INTERIOR; EGGSHELL FINISH (FED 27886)	B20W0265127886	\$ 26.96	GAL
LATEX; CANDLELIGHT; INTERIOR; EGGSHELL FINISH (FED 27778)	B20W0265127778	\$ 26.96	GAL
LATEX; TAN; EXTERIOR; FLAT; (FED 23717)	A06W0015123717	\$ 27.15	GAL
LATEX; TAN; INTERIOR; EGGSHELL FINISH (FED 23717)	B20W0265123717	\$ 26.96	GAL
LATEX; VERY LT. SAND; EXTERIOR; FLAT (FED 33690)	A06W0015133690	\$ 27.15	GAL
LATEX; VERY LT. SAND; INTERIOR; EGGSHELL FINISH (FED 33690)	B20W0265133690	\$ 26.96	GAL
LATEX; PK. SERVICE BROWN; EXT.; SATIN FINISH (FED 30111)	A82T0015430111	\$ 28.62	GAL
LATEX; PK. SERVICE BROWN; INT.; SATIN FINISH (FED 30111)	B20T0265430111	\$ 26.96	GAL



PRIMER, KILZ, LATEX, GALLON	LOW45548	\$ 22.99	GAL
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## PAINTING SUPPLIES (CONT.)

PG 5

PRIMER, KILZ, SPRAY, CAN	LOW45553	\$ 6.15	EA
PAINT EDGE TRIMMER	8020016213443	\$ 2.75	EA
PAINT EDGE TRIMMER REFILL PADS (2/PACK)	8020016214316	\$ 2.71	EA
PAINT PAN, METAL, 11"	LOW40352	\$ 3.68	EA
PAINT TRAY, PLASTIC,	8020015964243	\$ 4.89	EA
TAPE, 1", MASKING	IPG77947	\$ 2.12	EA
TAPE, 1", BLUE PAINTERS (Ability One)	7510014567877	\$ 5.16	EA
TAPE, 2", MASKING	IPG77949	\$ 4.27	EA
TAPE, 2", BLUE PAINTERS (Ability One)	7510015314863	\$ 7.12	EA
ROLLER, 9", SEMI ROUGH SURFACES 1/2" NAP	8020015964250	\$ 3.77	EA
ROLLER, 9", SEMI SMOOTH SURFACES	SHU78549	\$ 1.85	EA
ROLLER FRAME HANDLE, 9"	8020015964252	\$ 5.32	EA
PAINT ROLLER KIT, 9", 6 PIECE KIT	802000NIB0051	\$ 18.56	EA
PAINT ROLLER KIT, 4"	LOW144257	\$ 6.76	EA
BRUSH, 1"	SHU77062	\$ 1.05	EA
BRUSH, 1 1/2"	SHU77056	\$ 3.60	EA
BRUSH, 2", LONG HANDLE/SHORT HANDLE	8020007219657	\$ 1.88	EA
BRUSH, 2", ANGLED	8020015964251	\$ 6.20	EA
BRUSH, 2" DISPOSABLE	SHU77064	\$ 2.36	EA
BRUSH, 2" ENAMEL	SHU77057	\$ 4.00	EA
BRUSH, 3"	SHU77058	\$ 6.73	EA
BRUSH, 4"	8020005974784	\$ 5.52	EA
DROP CLOTH, 12'X9', HEAVY DUTY	8340000687908	\$ 7.32	EA

NOTE: PRICES SUBJECT TO CHANGE WITHOUT NOTICE

NOTE: ONE GALLON PAINT/DAY/COLOR WITHOUT LETTER OF EXCEPTION (PROVIDED BY ENVIRONMENTAL)





REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5002

IMHD-PWB

3 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Unit/Activity Self-Help

1. REFERENCES:

- a. Fort Hood Regulation (FH Reg) 420-27, Care, Maintenance, and Alterations of Facilities, 23 August 2012.
- b. FH Reg 200-1, Environment and Natural Resources, 15 April 2014.
- c. Used Lamp Management Procedures, 13 January 2014

2. OBJECTIVES:

- a. Revitalize facilities maintenance under the Repairs and Utilities (R&U) and Troop Construction Program (collectively referred to as "self-help") as required by FH Reg 420-27.
- b. Provide instruction for self-help operations.

3. APPLICABILITY: This MOI applies to all units/activities assigned, attached, conducting training or residing within the boundaries of the Fort Hood military installation, to include, but not limited to, military units, tenant organizations, garrison directorates, partners in excellence, and contractor activities.

4. DIRECTORATE OF PUBLIC WORKS (DPW) RESPONSIBILITIES:

- a. Provide logistical support and assistance to unit/activity R&U and Troop Construction Programs.
- b. Provide instruction for self-help operations. Update this MOI and instructions as needed.
- c. Review DA Form 4283 submitted by units/activities. Assess for accurate material quantity estimates, approved materials/colors, and approve or deny requested troop construction projects.
- d. Fund materials to organizations as funds are available for self-help repairs.