

**14 NOVEMBER 1996**



**Awards, Ceremonies, and Honors**

**18TH WING SELF-HELP AWARD PROGRAM**

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This Instruction implements AFD 32-10, *Installations and Facilities*. It establishes the 18th Wing Self-Help Award Program, states the goal and policy on awarding it, and outlines the selection, announcement, and presentation process. It applies to all 18th Wing and associate units.

**SUMMARY OF REVISIONS**

This instruction aligns with AFI 32-1031, *Operations Management*, Section 1.8. It updates objectives and evaluation criteria, introduces separate categories, clarifies participant's eligibility and submission responsibility; and updates recognition procedures.

**1. Objective**

1.1. The objective of this program is to recognize the accomplishments of organizations on Kadena Air Base in the area of self-help facility improvements in their working and living environments as well as the Kadena community at large. Work must have been approved and authorized by proper authorities in order to qualify for the award. This award program will recognize self-help projects displaying innovation and efficient use of available resources that promote pride in organizational self-help accomplishments. The desired result of this program is to encourage unit level participation, offer opportunities for expressing creativity, and provide excellent facilities for unit personnel and the community.

**2. Policy**

2.1. The self-help awards and their accompanying plaques or certificates will be awarded in January and July as biannual awards. There are two categories, minor and major, and there will be a winner in each category. Completion of a self-help work order does not constitute an automatic nomination. In order to maintain the integrity of these awards, the unit nominee's performance and contributions must clearly and distinctly be outstanding in all areas outlined in this instruction (Section 7 ).

### 3. Eligibility

3.1. All assigned units, and associated organizations, within the 18th Wing along with other tenant units may compete for the awards in the program. Unit commanders are encouraged to develop their own self-help programs and nominate their respective candidates to represent their units. The unit commander will send their nomination package to the 18th Civil Engineer Squadron Self Help Store (18 CES/CEOF6) for consideration in the biannual competitions. Nomination packages will consist of, as a minimum, information outlined in Section 7. A minimum of one photo and a maximum of two photos per work area contrasting before and after conditions are required. Nomination packages will not be accepted without photos.

### 4. Responsibilities

4.1. The 18th Civil Engineer Squadron is responsible for organizing the Self-Help Award program, providing tools, materials, technical assistance supporting the program, and managing the self-help awards program evaluation of the accomplishments resulting from this program.

4.1.1. Participants in the self-help program will be responsible for the following: Submitting and coordinating AF Form 332, **Base Civil Engineer Work Request**; picking up and delivering tools; maintaining a weekly man-hour calculation chart (**Attachment 1**); and providing the labor and management of the actual work accomplishment. Unit commanders will ensure the use of labor and management comply with applicable instructions for real property renovation and the self-help program.

### 5. Categories

5.1. Nomination packages must be submitted in one of two renovation categories, minor, or major.

5.1.1. A minor renovation is defined as work which does not change the configuration of the original floor plan in any manner. This category of work may include, but is not limited to: texturing and painting; replacing ceiling tile without replacing or installing new ceiling grid; installing wall covering and molding; and replacing floor covering.

5.1.2. A major renovation is defined as work which will change the configuration of the original floor plan. This category of work may include, but is not limited to, any work mentioned above in addition to, installation or removal of walls, doors, or archways, and installation of electrical outlets or lights.

### 6. Submissions

6.1. Submittals will be limited to one nomination per squadron per category semiannually.

6.1.1. To be considered in the award competition, all nomination packages (**Attachment 2**) must be received by 18 CES/CEOF6 no later than the last duty day of the award period (31 Dec or 30 Jun) being considered. The 18 CES/CEOF6 will establish the Self-Help Award panel consisting of, but not limited to, the following individuals or their appointed representatives:

18 CEG/CD (Chairperson)

18 CES/CD

718 CES/CD

18 CES/CEO

718 CES/CEC

Invited group CD

18 WG Senior Enlisted Advisor

6.1.2. A minimum of two nominations in each category must be received before a selection for the semi-annual award can be made. If only one submission is received, it will be deferred and evaluated during the next award period.

## 7. Selection

7.1. Selections will be made on both objective and subjective evaluation criteria of the candidates' overall performance and contribution to the self-help program.

## 8. Evaluation Criteria

8.1. Self-help projects must be completed prior to the effective date of each selection period. Nomination packages must be in compliance with this instruction, following the format outlined in **Attachment 2**, and be received by 18 CES/CEOF6 by the established deadline.

8.1.1. Evaluation and selection of a winner will be based on, but not limited to, the following criteria:

Achievements. How successful was the self-help project in satisfying the written justification for it?

Resources. How were innovations employed to overcome resource limitations?

Appearances. Aesthetic value (Quality of workmanship, attention to detail.)

Scope of benefits. Degree of benefits derived from the project. (Does the project serve a large segment of the organization's population or is it restrictive in use? Does it serve the base at large or just the individual organization?)

## 9. Awards and Recognition

9.1. The Self-Help Award Chairperson will select suitable trophies, certificates, or plaques for award winners. The Civil Engineer will purchase all awards with CEG funds.

9.1.1. The award winner will be recognized by any or all of the following:

Announcement to the group commander by the 18th Wing Commander during the first feasible Kadena Team Staff Meeting.

Name of unit posted on base awards board.

Photos of winning projects, work crew, or designated representative shall be displayed at the Self-Help Store.

Certificate of appreciation signed by the Chairperson or the 18th Wing Commander.

Name of unit permanently printed on rotating Self-Help Award trophy (reserved for major renovation award winner only.)

JOHN R. BAKER, Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1**

**SAMPLE WEEKLY MAN-HOUR CALCULATION SHEET**

Weekly Man-Hour Calculation Chart

Date	Total Man-hours
14 May 96	40
21 May 96	40
28 May 96	40
14 Jun 96	53
21 Jun 96	95
28 Jun 96	10
Total	278

Start Date: 12 May 96  
 Work Order #: 90684

Completion Date: 28 Jun 96  
 Monitor: TSgt Smith

**Attachment 2****SAMPLE WORK ORDER NOMINATION PACKAGE**

SQUADRON:	18 SPS	TOTAL AF SAVINGS:	LEAVE BLANK
WORK ORDER:	90684	TOTAL HOURS:	LEAVE BLANK
BUILDING:	856		
UNIT MONITOR:	TSgt Green, TSgt Passalaqua, TSgt Hopson, SSgt Muller, SSgt Reihn, SSgt Clow.		
SELF HELP MONITOR:	TSgt Smith		

REQUEST: COMPLETE REMODELING OF BUILDING 856 AS THE NEW SECURITY POLICE HEADQUARTERS

1. Preparing the area for renovation:

- a. Drew up plans.
- b. Removed all existing walls.
- c. Removed approximately 13,000 sq ft of ceiling.
- d. Removed approximately 13,000 sq ft of carpet.

2. The Construction Procedures in Sequence:

- a. Erected 2x4 stud walls to create offices and furred all concrete walls with 2x4's to provide drywall.
- b. Hung, textured and painted approximately 20,000 sq ft of drywall.
- c. Installed 660 sq yd of Mayatex wall covering.
- d. Cut, shaped, finished and installed 1,700 bd ft of mahogany.
- e. Installed drop ceiling grid and tile (13,776 sq ft.)
- f. Wired and installed 125 drop in fluorescent lights.
- g. Wired and installed 30 ceiling fans.
- h. Built door jams and installed 25 doors.
- i. Completely rewired building including all lights, fans switches and 80 outlets.

3. Additional Work Accomplished:

- a. Built 4 counters for reception area for offices.
- b. Built 24 hour available distribution boxes for orderly room.

4. Benefits: (see note)

- a. Transformed building into office building with easy access to the public with a professional appearance.
- b. Consolidated most security police overhead functions.
- c. Increased unit pride and public image, with a building that provides a nice looking, professional work spaces.

**NOTE:** Briefly explain the following

**RESOURCES:** How were innovations employed to overcome resource limitations, (available skills, facility constraints, material and man-hour restrictions, work area constraint?)

**SCOPE OF BENEFITS:** What degree of benefit was derived from the project (does the facility serve a large segment of the organization's population or is it restrictive in use? (Does it serve the base at large or just the organization?))