

Department of the Army  
Headquarters  
Tobyhanna Army Depot  
Tobyhanna, PA 18466-5039

\*TYAD Regulation No. 210-1

1 April 2015

Installations  
SELF-HELP PROGRAM

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Applicability. This regulation applies to all housing occupants at Tobyhanna Army Depot.

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FOR THE COMMANDER:

Official:

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\*This regulation supersedes Tobyhanna Army Depot Regulation No. 210-1, dated 7 March 2012.

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## SUMMARY OF CHANGE

TYAD Regulation No. 210-1  
Self-Help Program

This revision dated 1 April 2015:  
This revision dated 30 May 2013:

- Updated name changes through the regulation.

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1. Purpose. To establish policies and procedures for self-help maintenance of real property, and to provide guidance for accomplishment of minor repairs by the occupant.

2. References.

- a. AR 210-50, Family Housing Management.
- b. AR 420-70, Buildings and Structures.

3. Definitions.

a. Self-help is performance of maintenance and repair work which is within the capability of military personnel, occupants of Family Housing and all occupants of Unaccompanied Personnel Housing (permanent party).

b. Occupants of Family Housing include military personnel and dependents residing in family quarters.

c. Occupants of Unaccompanied Personnel Housing are the service members only.

d. Emergency repair is work that must be accomplished immediately to prevent deterioration, damage or unsafe conditions, therefore it is not considered within the scope of the Self-Help Program.

4. Responsibilities.

a. Occupants are responsible for:

- (1) Performing work outlined in Appendix A.
- (2) Conservation of utilities.
- (3) Loss or damage through gross negligence.

(4) Ensuring only necessary materials are drawn from the self-help store and ensuring that materials drawn are properly used and returned when requested.

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(5) Reporting work of an emergency nature to the work order clerk, located in the Logistics Support Division (ELTY-ISL) BLDG 15, Directorate of Installation Services (ELTY-IS).

(6) Returning all items loaned before vacating quarters.

b. Housing Office will be responsible for providing technical guidance and assistance to participants in the Self-Help Program as follows:

(1) Issue supplies to requesters from the Self-Help Store at Building 230.

(2) Charge the Housing maintenance and repair account for replenishment of supplies used by occupants.

(3) Conduct training classes for occupants to ensure they have the ability to perform self-help work.

c. Housing Manager is responsible for:

(1) Assignment of quarters which are clean and in a state of good repair and for providing the occupant with a copy of this regulation.

(2) Maintaining material costs and inventory of goods and supplies for reporting purposes to higher headquarters.

5. Policy. The Self-Help Program is designed to utilize military personnel and occupants of housing for accomplishment of handyman type maintenance and limited repair work. The work is to be performed during off-duty hours and is not to conflict with duty assignments.

6. Procedures.

a. Supplies will be available and issued by Housing Services office Personnel in Building 230.

b. Housing Office personnel will contact the Housing Manager to ensure funds are available prior to replenishing stocks.

c. Personnel drawing equipment and tools will be held accountable for these items until they are returned to the service store, and will be liable for payment for loss or damage to the items other than fair wear and tear. Hand receipts will be signed by personnel drawing equipment.

Appendix A

WORK WHICH MAY AND MAY NOT BE ACCOMPLISHED BY OCCUPANTS IN QUARTERS

1. Many functions currently being performed by the Housing Office are of a minor preventative maintenance type which could be handled by quarter's occupants under the Self-help Program. Types of work to be accomplished by the occupant are as follows:

- a. Practicing utilities conservation by turning off lights, heat and keeping garage doors closed in winter, etc. when not needed.
- b. Policing grounds, including lawn mowing, trimming, watering and fertilizing and removing leaves and other debris. Minor pruning of shrubs, trees, hedges and flower shoots is permitted.
- c. Performing minor carpentry and repair work such as repairing wood fences or small holes in doors; window and porch screens and removing, cleaning and storing screens and storm sash.
- d. Tightening and replacing bolts, nuts and screws and knobs on door hinges, door knobs, and windows.
- e. Resetting nails and filling holes in walls, woodwork and other surfaces.
- f. Lubricating hardware items to ensure satisfactory and quiet operation.
- g. Installing curtain and traverse rods and tightening brackets.
- h. Replacing light bulbs, fuses, wall receptacle plates and switch plates, faucet washers and broken or missing faucet handles.
- i. Repairing or replacing window shades.
- j. Cleaning or replacing filters in kitchen exhaust fans and furnaces.
- k. Cleaning or unstopping drains, tightening or replacing loose or missing floor drain covers, and performing simple maintenance and repair on bathroom fixtures, to include repair of washers in faucets, adjusting float rods in commode, unclogging accessible traps, and installing shower heads.
- l. Vacuuming and shampooing carpeting and floor coverings including hot water (steam).
- m. Removing and replacing caulking around doors, windows, bathtubs and showers.
- n. Installing occupant-owned pictures and mirrors.

2. The following type of work should not be performed by the occupant:

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- a. Cutting into or making an opening in any wall, floor, ceiling or other surface.
- b. Installing electric wiring or additional outlets or lights, including ceiling fans.
- c. Repairing leaky pipes.
- d. Replacing missing or damaged water pipe insulation.
- e. Major pruning of trees and shrubbery.
- f. Replanting or removing existing shrubs, plants and trees without prior approval from the Housing Office.
- g. Using chemical herbicides (weed killer) on lawn areas, other than what is provided for use from the Self-Help Store.
- h. Moving equipment, appliances from one place to another.
- j. Tampering with electric meters.
- k. Ceramic tile replacement on floor and wainscot.
- l. Glass replacement.
- m. Cleaning of downspouts which do not reach ground level.
- n. Roof repair.
- o. Porch enclosure or upgrade of existing porch enclosure without prior approval from the Housing Office.
- p. Mounting or installing outdoor television antennas or equipment, such as satellite dishes.
- q. Erecting fencing, outdoor sheds or clothes lines without prior approval from the Housing Office.
- r. Installing window air conditioning units without prior approval from the Housing Office.
- s. Installing microwave ovens or waterbeds in Unaccompanied Personnel Housing without prior approval from the Housing Office.