



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
(HELICOPTER)  
NEW RIVER, JACKSONVILLE  
NORTH CAROLINA 28545

AS(H)O 11300.3  
204:TLW:jml  
20 Apr 1983

AIR STATION (HELICOPTER) ORDER 11300.3

From: Commanding Officer  
To: Distribution List

Subj: Energy Conservation Program

Ref: (a) MCO 4100.4A  
(b) BO 11300.1G

Encl: (1) Utility Utilization Standards  
(2) Buildings Authorized Early Turn on of Air Conditioning  
(3) Duties of the Building Monitor  
(4) Facilities Standard Notice  
(5) Utilities and Energy Command Inspection Form

1. Purpose. To establish procedures for a continuous energy conservation program.

2. Information

a. General and specific policy concerning utility management and energy conservation is detailed in references (a) and (b).

b. Utility utilization standards to provide an effective energy conservation program are described in enclosure (1).

3. Program Management

a. General. In order to achieve the conservation goals directed by higher authority, there will have to be a solid program and visible and active commitment by all hands. Commitment to conservation goals requires that all participants in the program are aware of the goals, the methods by which they can contribute, and that a command program is aggressively supported by the commander through awards incentive.

b. Command and Organizational Energy Conservation Officers. Reference (a) directs that all Marine Corps installations and operating forces shall establish an energy conservation task group to act in an advisory capacity with direct access to the commander. In order to manage the efforts of the task group, an energy conservation officer should be assigned at command, organizational, and unit levels. Once assigned, the energy conservation officer becomes the commanding officer's energy conservation monitor, and as such will ensure the following is accomplished:

(1) Ensure designation is in writing.

(2) Establish and maintain procedures to eliminate waste and abuse of utility and energy systems as prescribed in enclosure (1).

(3) Establish energy patrols to ensure spot checks are conducted and measures shown in enclosures (1) and (2) are complied with.

(4) Ensure utilization of the Utilities and Energy Command Inspection form shown in enclosure (5), and take appropriate corrective action towards those who fail to respond to energy conservation guidance.

(5) Submit suggestions or report problems to the Air Station Energy Conservation Officer (Attn: S-4).

c. Utility and Energy Conservation Committee. This is the means by which conservation information will be promulgated and program progress reviewed. The committee will be chaired by the Assistant Chief of Staff, Facilities, Marine Corps Base. The Air Station Energy Conservation Officer will be a member and is the Air Station unit's sounding board. The committee is convened at the call of the Chairman. Subsequent to the committee meeting, the Air Station Energy Conservation Officer will ensure all pertinent information is disseminated to tenant commands.

d. Building Monitors. The key to managing the conservation effort at the unit level is the assignment of building monitors. They are responsible for monitoring a building's compliance with existing energy conservation measures and reporting facility maintenance and repair problems. As such, these individuals are vital to the program and should be assigned in writing. The duties, functions, and responsibilities of building monitors are outlined in enclosure (3).

e. Facility Temperature Standards Notice. These notices will be prominently posted in each building. The notice will be in accordance with enclosure (4).

f. Energy Conservation Monitor Teams. These teams will be comprised of base maintenance personnel and will make periodic visits to key air conditioned and heated buildings to help identify buildings not in compliance with facility temperature restrictions.

g. Command Inspections. Command inspections of an organization's conservation program are highly encouraged as they provide valuable feedback to both the unit commander and higher headquarters.

h. Utility and Energy Contingencies. Utility and energy supplies can be interrupted for a variety of reasons. In the event this occurs, procedures are detailed in reference (b). It is essential all commands dependent upon energy provided through the utilities system become intimately familiar with these procedures.

i. Energy Alert. During periods of peak electrical demands, energy alerts will be declared. The purpose of the alert is to decrease the electrical demand during the hours of 1200 to 1700. Upon declaration of the alert, commands should reduce or eliminate all nonessential electrical loads such as air conditioning, lights, and coffee pots. FMF generators and stationary auxiliary power will be

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activated and brought "on line" at locations as listed in enclosure (8) of reference (b).

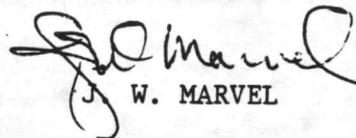
j. Transportation

(1) Government Buses. Camp Lejeune and New River areas are served by commercial buses. The schedules should be prominently displayed on unit bulletin boards and use of the buses should be highly encouraged. The schedule is printed as an enclosure to the Globe and Rotovue on at least a quarterly basis. In addition, BO 4650.2 is also a schedule of the base bus schedule and routes.

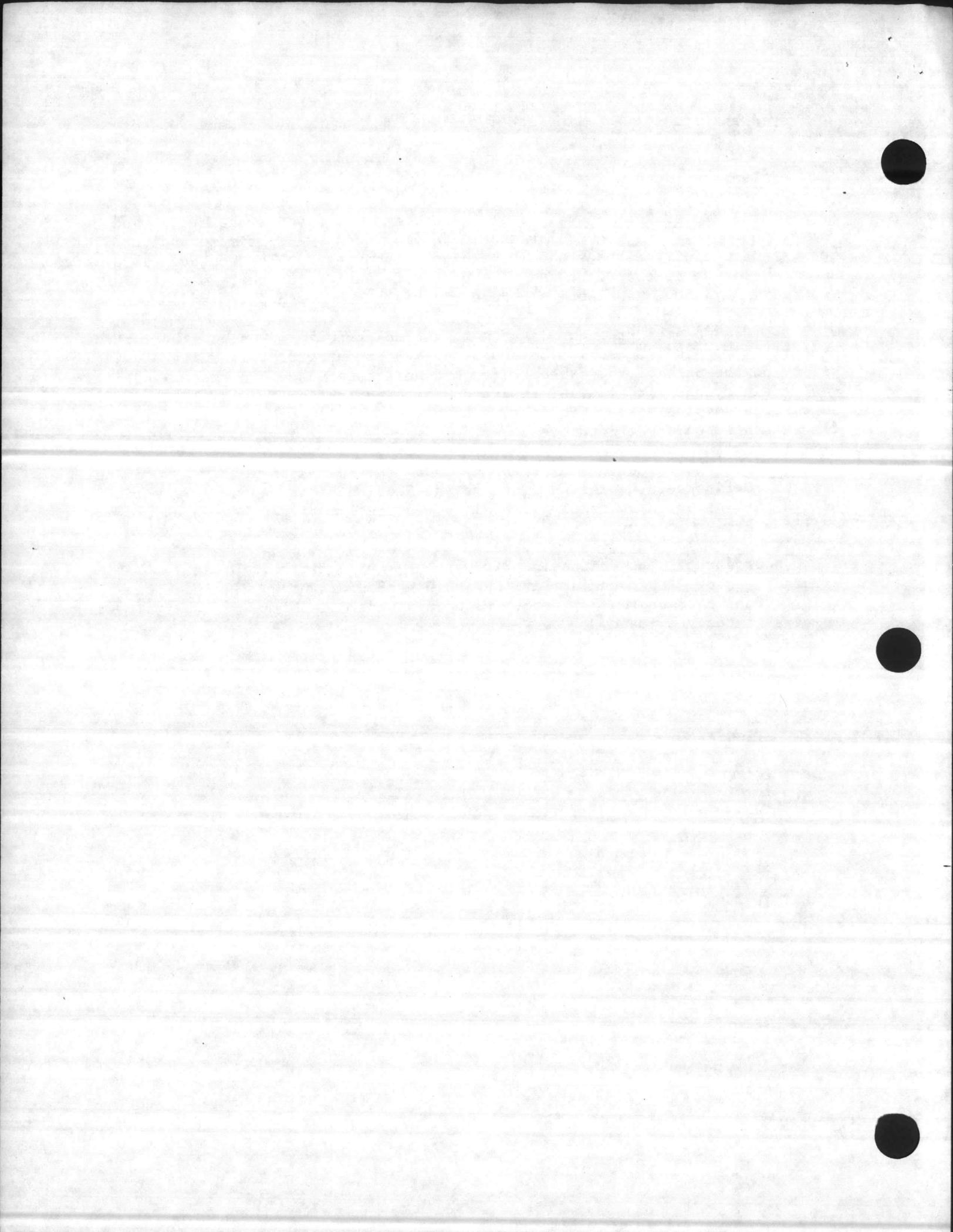
(2) Carpool Program. A command carpool program is one of the largest potentials for fuel conservation and is highly encouraged. Ingenuity and flexibility on the part of the organization and unit commanders can result in significant fuel savings with minimum impact on the organization. A complicated or sophisticated plan is not necessary. Rather, a simple logbook is easily maintained at the unit/section level.

4. Action. The conservation of energy is a command responsibility. Commanding Officer, Officers-In-Charge, and Department/Section heads occupying facilities at MCAS(H) are directed to comply with all directions contained herein and to exercise utmost economy in the use of all sources of energy.

5. Concurrences. The Commanding Officers of Marine Aircraft Group 26, Marine Aircraft Group 29, Detachment "A", Marine Wing Support Group 27, and Marine Air Traffic Control Squadron 28, concur with this Order, insofar as it pertains to members of their command.

  
J. W. MARVEL

DISTRIBUTION: A



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UTILITY UTILIZATION STANDARDS

1. Air Conditioning

a. Air conditioning season will begin on or around 1 June and run until on or around 15 September.

b. The minimum cooling temperature setting authorized is 78°F, except as necessary to protect electronic equipment where the minimum setting is 75°F.

c. Air conditioning may only be activated when space temperature will exceed 85°F.

d. Buildings authorized early turn on are listed in enclosure (2).

e. All blowers on fan systems must be shut off when occupants leave enlisted or officer personnel housing.

f. Air conditioning hours are established as follows:

(1) Administrative Spaces: 1000 - 1615 during work days unless space temperature exceeds 85°F.

(2) Dining Facilities: 0800 - 1900, seven days a week.

(3) UEPH: 0500 - 0800 and 1500 - 2300, Mondays thru Fridays; 0500 - 2300 on weekends and holidays - billeting for aircraft maintenance night crews will be excluded from these hours.

(4) Exchange Facilities: 0700 - 1800 during open days.

(5) Commissary Facilities: From one hour prior to opening until one hour before closing and 0800 until one hour prior to cessation of work during nonoperational work days.

(6) Club Facilities: 1000 - 2300 on the days the club is in use.

(7) Spaces occupied by Watch Standers: during time space temperature exceeds 85°F.

(8) Classrooms: when in use.

(9) Areas of sporadic use: only during time in use.

g. Filters on window air conditioners will be changed monthly.

h. Notify Base Maintenance at extension 6818 when thermostat adjustments are needed.

ENCLOSURE (1)

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2. Heating

a. The heating season runs from about the third week in October until about the first week in April.

b. The maximum heating temperature authorized is 65°F in working and administrative spaces, and 68°F in UPH.

c. Requests for use of space heaters in nonheated spaces will be submitted to the Assistant Chief of Staff, Facilities, Marine Corps Base, via the MCAS(H), New River S-4.

d. Temperature Set Back. Where proper equipment exists, automatic temperature set back will occur as follows:

- (1) UPH: 58°F from 2300 - 0400 daily.
- (2) Administrative Spaces: 55°F from 1800 - 0500 and when not in use.
- (3) Dining Facilities: 55°F from 1800 - 0500.
- (4) Medical Facility: 55°F from 1800 - 0500 Monday thru Thursday, and 1800 Friday until 0500 Monday.
- (5) Commissary: 55°F from one hour prior to closing to one hour prior to opening.
- (6) Exchange: 55°F from closing time to 0800.
- (7) Chapel: 50°F during periods of non use.

ENCLOSURE (1)

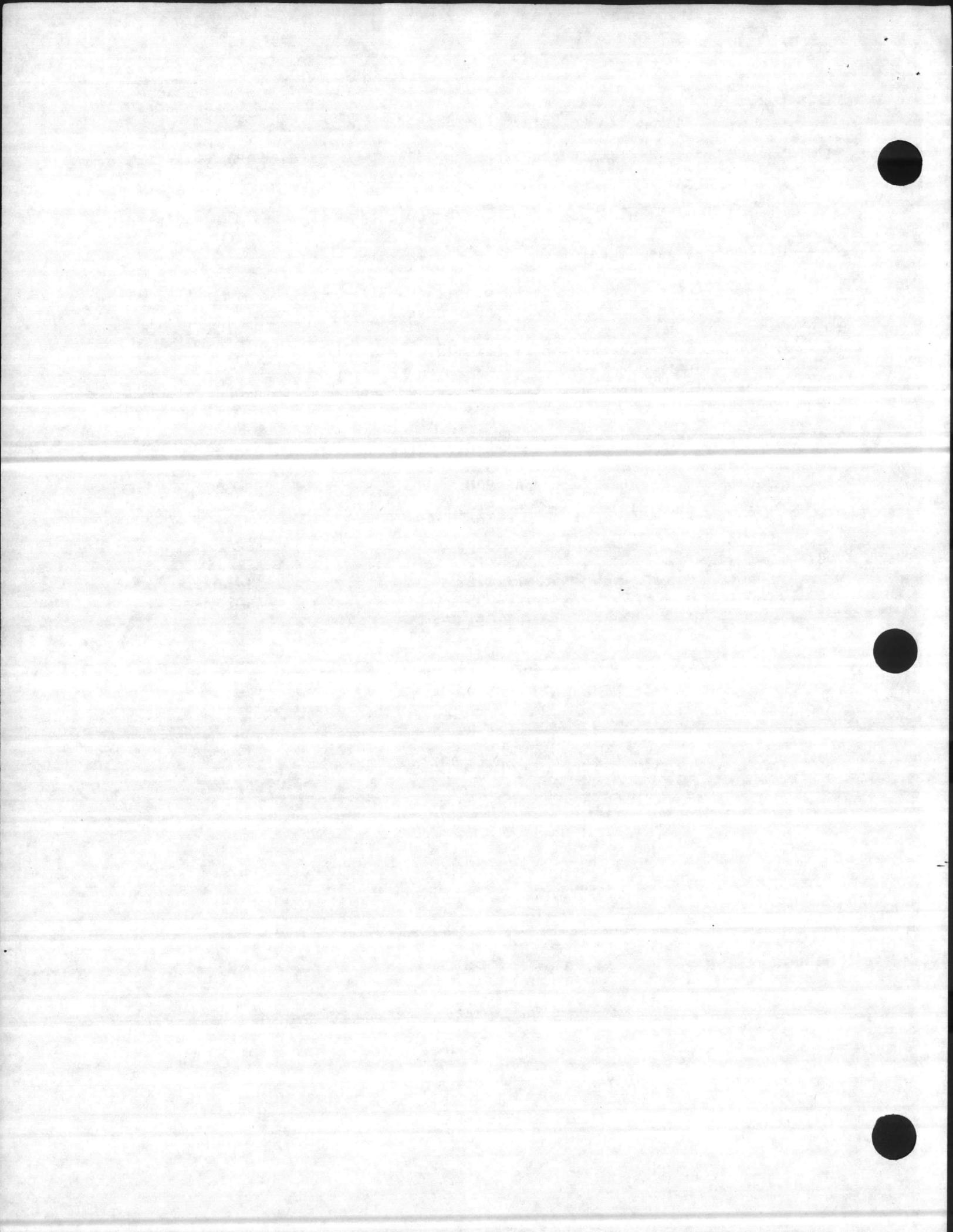
BUILDINGS AUTHORIZED EARLY TURN ON OF AIR CONDITIONING

1. Centrally or window air conditioned buildings that meet the below criteria will be authorized early turn-on of air conditioning:

- a. Air conditioning essential to the operation of sensitive equipment.
- b. Medical and dental facilities (AS-302).
- c. Facilities which cannot be ventilated by natural or artificial air circulation, especially where no window screens exist.
- d. Welfare and recreation facilities.

2. The below listing of buildings are authorized early turn-on prolonged use of air conditioning:

AS-302	AS-240	AS-822
AS-208	AS-312	AS-843
AS-710	AS-320	AS-3000
AS-901	AS-425	AS-4106
AS-414	AS-504	AS-4110
AS-226	AS-518	AS-4120
AS-4012	AS-4141	AS-4158
AS-4040	AS-4122	AS-130
AS-570	AS-205	AS-705
AS-222	AS-805	



DUTIES OF THE BUILDING MONITOR

1. The building monitor is a command, organization, unit, or department member who is responsible for monitoring the energy efficient operation of a building(s). The monitor should be assigned in writing. Their duties should include, but not be limited to, the following:

a. Checking the temperature of the building(s) at least twice daily - ideally at 0800 and 1300.

b. Initiating necessary corrective action to rectify deviations from temperature guidelines.

c. Identification and reporting of all energy conservation related maintenance and repair work to the police sergeant or S-4. In the case of a building under the cognizance of a civilian organization, this information should be forwarded to the individual who can submit a standard Work Request Form (NAVFAC 9-11014/20 Rev. 2-68) to Base Maintenance.

d. Maintain status on all outstanding energy conservation related work requests.

e. Keep the individual who has cognizance over the building advised of all matters pertaining to the building and its occupants, compliance with temperature guidelines and other energy conservation matters. The most significant areas to monitor are the building's temperature and occupants utility and energy consumption habits. These include, but are not limited to:

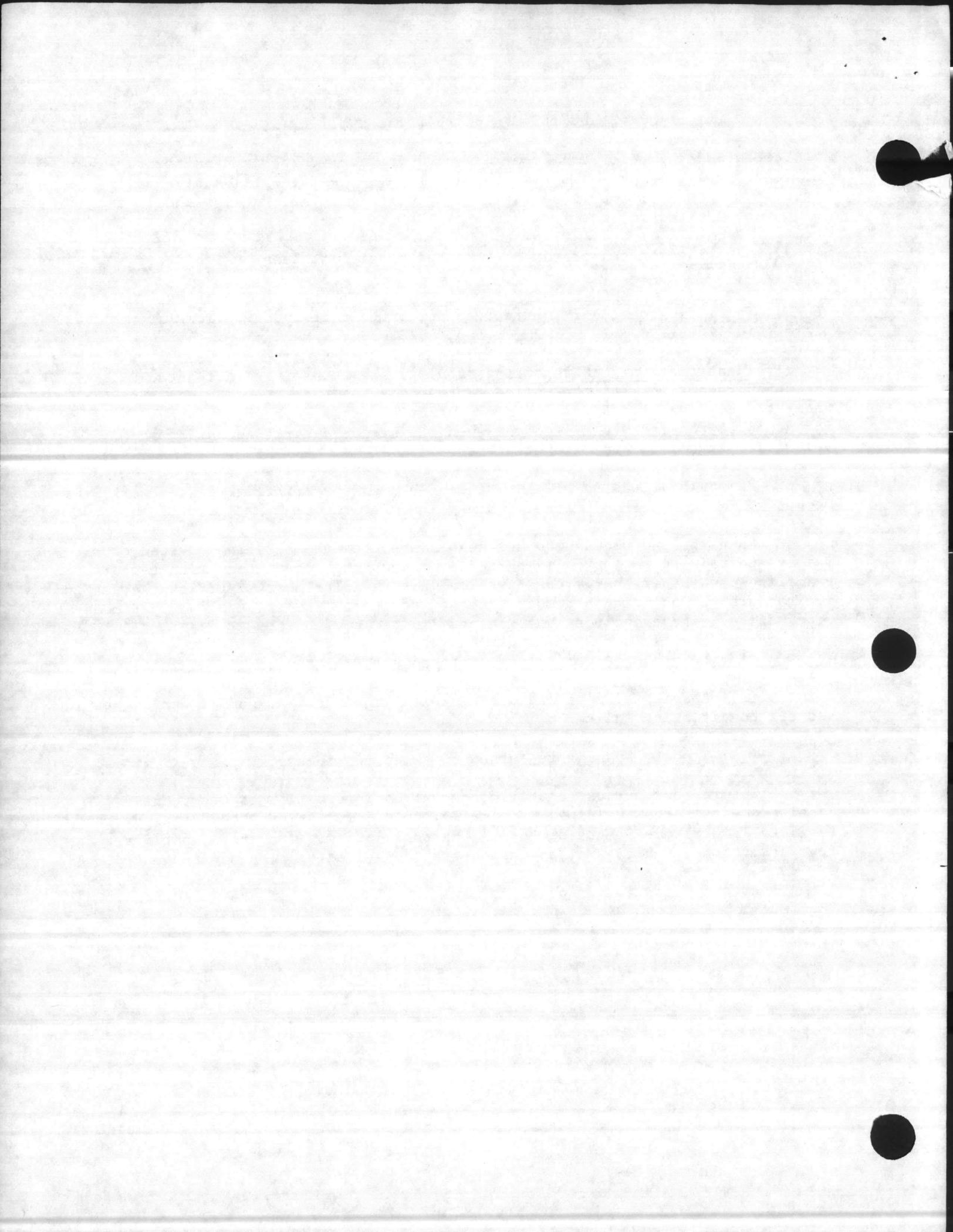
(1) Length of time it takes for showers (3-5 minutes is advised).

(2) Keeping windows and doors closed in winter and summer during heating and air conditioning season.

(3) Faucets and lights turned off when not in use.

f. Ensure that current energy conservation information is prominently displayed within the building. Minimally, this information should include the Facility Temperature Standards Notice, carpool information, and a spot where a few weekly home, vehicle, or on-base energy conservation tips can be posted.

g. Attend organization or department level meetings on energy conservation.



FACILITY TEMPERATURE STANDARDS NOTICE

MAXIMUM HEATING TEMPERATURE \_\_\_\_\_

MAXIMUM COOLING TEMPERATURE \_\_\_\_\_

COMMAND HAVING COGNIZANCE  
OVER THIS BUILDING:

\_\_\_\_\_  
\_\_\_\_\_

BUILDING MONITOR:

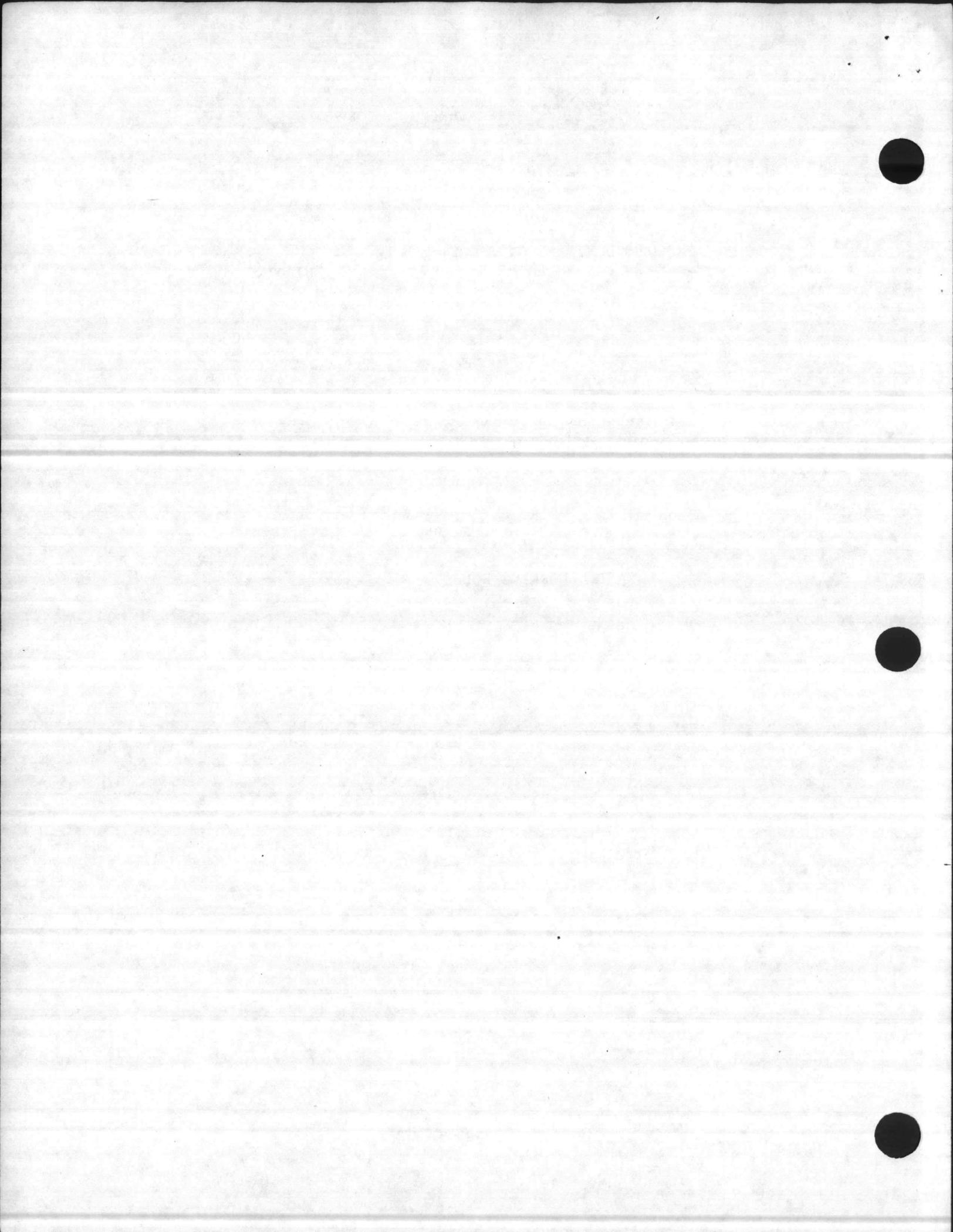
\_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

EMERGENCY MAINTENANCE (BASE MAINTENANCE)

TELEPHONE NUMBERS

WORKING HOURS 455-6818

AFTER WORKING HOURS 451-3001



UTILITIES AND ENERGY COMMAND INSPECTION FORM

1. Command Program

- a. Is an Energy Conservation Officer assigned in writing? \_\_\_\_\_
- b. Does the command have all pertinent Utility and Energy Conservation Orders/Bulletins/Messages? \_\_\_\_\_  
MCO 4100.4A \_\_\_\_\_  
BO 11300.1G \_\_\_\_\_
- c. Does the command have a unit directive on Utility or Energy Conservation? \_\_\_\_\_
- d. Has the command assigned Energy Conservation Coordinators for Divisions/Sections? \_\_\_\_\_
- e. Has the command assigned Energy Conservation Monitors for each building? \_\_\_\_\_
- f. Management of buildings with command's jurisdiction:
  - (1) How many buildings are on the Base Plant Account for this unit? \_\_\_\_\_
  - (2) How often is each building visited? \_\_\_\_\_
  - (3) Does the command have knowledge of which buildings are heated and cooled (e.g., central air, radiator, space heaters)? \_\_\_\_\_
- g. Carpool Program
  - (1) Does the command actively sponsor a carpool program? \_\_\_\_\_
  - (2) If so, how is it administered? \_\_\_\_\_
- h. Has the command requested Energy Inspections for it's major buildings? \_\_\_\_\_
- i. Are there any incentives or awards for Energy Conservation ideas? \_\_\_\_\_
- j. Is the command aware of any energy conservation projects scheduled within its area? \_\_\_\_\_
- k. Motor Vehicle Mileage/Fuel Reduction
  - (1) Mileage
    - (a) Commercial vehicle mileage this time last year \_\_\_\_\_

ENCLOSURE (5)

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- (b) Commercial vehicle mileage thus far this year
- (c) Percent Change
- (2) Fuel Consumption
  - (a) Commercial vehicle fuel consumption this time last year
  - (b) Commercial vehicle fuel consumption thus far this year
  - (c) Percent Change
- (3) Vehicle Density (Commercial)
  - (a) Number of vehicles this time last year
  - (b) Present number of vehicles
  - (c) Percent Change

2. Awareness

- a. Is Energy Conservation information promulgated?
  - (1) How?
  - (2) When?
- b. Are energy conservation meetings held for principal energy conservation personnel?
  - (1) When?
  - (2) Are records (MINUTES) kept of meetings?
- c. Are temperature standard notices posted in buildings?
- d. Are temperature readings taken in buildings?
  - (1) How often?
  - (2) By whom?
- e. Are the 65°/68° and 78° temperature guidelines being adhered to?
- f. Are daily temperature records being utilized to identify and resolve such problems as malfunctioning or improperly set thermostats or the need for locked thermostats?
- g. Have any minor construction projects been requested/initiated to provide alterations to temperature control systems?

ENCLOSURE (5)

3. Accountability

a. Are units/sections formally inspected? \_\_\_\_\_

(1) By whom? \_\_\_\_\_

(2) How often? \_\_\_\_\_

b. Are records of energy conservation inspections and follow-up actions for discrepancies maintained by the unit? \_\_\_\_\_

(1) Are warnings/citations or discrepancy notices issued for temperature violations? \_\_\_\_\_

(2) How are outstanding work requests reconciled with Base Maintenance? \_\_\_\_\_

(3) Are energy conservation work requests managed separately? \_\_\_\_\_

c. Are Energy Conservation reports required/submitted by subordinate units on a regular basis? \_\_\_\_\_

4. Heating

a. Are thermostats dependable? \_\_\_\_\_

Properly set? \_\_\_\_\_

Locked? \_\_\_\_\_

b. Are heat levels too high in the building? \_\_\_\_\_

c. Are spaces unnecessarily heated? \_\_\_\_\_

d. Are windows or doors left open? \_\_\_\_\_

e. Are areas heated by space heaters where a central heat unit should be used? \_\_\_\_\_

f. Are spaces without thermostats that should have them? \_\_\_\_\_

g. Number of UMACS heat sensors? \_\_\_\_\_

h. Are building/rooms too cold? \_\_\_\_\_

5. Air Conditioning

a. Are thermostats dependable? \_\_\_\_\_

Properly set? \_\_\_\_\_

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Locked?

- b. Are spaces unnecessarily cooled?
- c. Are windows or doors left open?
- d. Is there any unauthorized use of window air conditioners
- e. Is this a building with window air conditioners that is a good candidate for a central air conditioning system?
- f. Are unoccupied rooms air conditioned?
- g. Could operating fans operate without compressors and adequately cool the building?

6. Electricity

a. Lighting

- (1) Are light levels correct for the task?
- (2) Are unused lights turned off?
- (3) Are fixtures, bulbs, and tubes clean and operating?
- (4) Is switching flexible to permit shutoff of unneeded lights; for example near windows?
- (5) Are show window lights off?
- (6) Would timer controls help cut light use?
- (7) Are all outdoor lights (except security lights) off?
- (8) Are walls and ceilings light-colored? Clean?
- (9) Is daylight used as much as possible?
- (10) Could more efficient light sources be installed?
- (11) Are lamps replaced on a group basis?

b. Heating. Are any electric space heaters being utilized?

Use of electric space heaters is not permitted. Heating problems should be resolved through a repair or minor construction project. The common condition of cold floors under office desks should be resolved by office personnel dressing more warmly (i.e., slacks, etc.) rather than through use of electric space heaters.

7. Water

ENCLOSURE (5)

- a. Is hot handwashing water necessary? \_\_\_\_\_
- b. Are there water leaks or drips anywhere? \_\_\_\_\_
- c. Can toilet-flushing water be reduced? \_\_\_\_\_
- d. Are shower heads fixed at least flow? \_\_\_\_\_
- e. Are showers needed? \_\_\_\_\_
- f. Are hot water pipes insulated? \_\_\_\_\_
- g. Can wash water flow be reduced? \_\_\_\_\_

8. Structure

a. Windows and Outside Doors

- (1) Do they fit? \_\_\_\_\_
- (2) Are they weatherstripped and caulked? \_\_\_\_\_
- (3) Can automatic door closers be installed? \_\_\_\_\_
- (4) Are glass panes intact and tightly installed? \_\_\_\_\_
- (5) Are drapes used effectively? \_\_\_\_\_
- (6) Could vestibules be built? \_\_\_\_\_
- (7) Could any windows be replaced by glass blocks? \_\_\_\_\_
- (8) Would double insulating glass be justified? \_\_\_\_\_

b. Construction

- (1) Is insulation adequate and properly installed? \_\_\_\_\_
- (2) Are all possible uses made of insulation? \_\_\_\_\_
- (3) Would the addition of partitions permit reducing heated spaces? \_\_\_\_\_
- (4) Are there any cracks to be caulked and sealed? \_\_\_\_\_

9. Office Operation

- a. Are military personnel and government employees instructed to practice energy conservation especially custodial employees? \_\_\_\_\_
- b. Are personnel accustomed to dress warmly? \_\_\_\_\_

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- c. Could rearranging desks vacate space which could be closed off?
- d. Is there good thermostat discipline (or are they locked)?
- e. Are unused spaces shut off 100 percent?
- f. Is any rescheduling possible to permit shutdown of heating or cooling equipment for longer hours?
- g. Has a study been made to determine where energy is being used, and how much by each means?
- h. Is someone in charge of the local program, checking and rechecking and reporting to management regularly?
- i. Are there frequent and regular reminders to personnel about saving energy?
- j. Have floor displays, window displays, and handout pieces on energy savings been made available?

ENCLOSURE (5)