



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
DIRECTORATE - EUROPE  
UNIT 23103  
APO AE 09136-3103**

**IMEU-PWD**

**10 July 2018**

**MEMORANDUM FOR Commanders of United States Garrisons in Europe**

**SUBJECT: IMCOM-Europe Air-Conditioning (A/C) Policy**

- 1. Supersession.** This memorandum supersedes memorandum, IMCOM-Europe, IMEU-PWD, 12 August 2016, subject as above.
- 2. References.** Executive Order (EO) 13834, 17 May 2018, Efficient Federal Operations.
- 3. Applicability.** This policy applies to all permanent-party and transient-party occupied facilities on or within IMCOM-Europe managed installations in Europe.
- 4. Background.**
  - a. Federal Goals.** EO 13834 mandates that all Federal agencies achieve and maintain annual reductions in building energy use and implement energy efficiency measures that reduce costs.
  - b. Climate Trends.** Based on historical ambient weather data, air-conditioning is generally not considered appropriate for climate conditioning for U.S. installations in Europe, with the exception of Italy.
- 5. IMCOM-Europe Policy.**
  - a. Approvals for Air-Conditioning Required.**
    - (1) Existing unit requires Form 4283 to implement repairs.**
    - (2) Existing unit requires replacement.**
    - (3) New installation without a renewable energy offset.**
    - (4) Facility or space is air-conditioned, and facility or space is assigned to a new assuming organization.**

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b. Requests.

(1) Process. All requests will be sent by the occupying agency in writing through the garrison directorate of public works (DPW) for endorsement and the Office of the Assistance Chief of Staff (ACoS) G4, IMCOM-Europe, for validation, and finally to the Director, IMCOM-Europe for decision. See enclosure 1 – A/C Request Process Flowchart.

(2) Requirements.

(a) All requests will include a valid justification.

(b) The garrison DPW will ensure that the new air-conditioning unit meets a European Union Energy Label designation of “A+” or better (which is comparable to and meets the same intent of the U.S. Environmental Protection Agency ENERGY STAR label and rating).

c. Exceptions to Policy. Exceptions to policy are assessed by the garrison Energy Manager and approved by the garrison DPW, and do not require IMCOM-Europe Director approval.

(1) Communications Rooms. Communications and Server Equipment Rooms.

(2) Health Care. Health Care Facilities.

(3) Secure Facilities. Secure facilities where windows cannot open or do not exist.

(4) Renewable Offset. When a renewable energy offset that exceeds the electrical consumption of the air-conditioning unit (maximum kW capacity of renewable energy is greater than maximum capacity of installed air-conditioning) is implemented in conjunction with the installation of the air-conditioning unit and is funded by the tenant. The air-conditioning unit meets the European Union Energy Label designation of “A+” or better, and alternate solutions to installing A/C have been exhausted and documented via memorandum to the garrison DPW (e.g. installing exterior window shading, removal of all non-critical heat sources, natural ventilation including night/early morning cooling, etc.).

d. USAG Italy. For facilities located in Italy, the Garrison Commander is the approval authority.

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e. Portable Devices.

(1) Family Housing. The operation of a portable cooling device in Family Housing (FH) may be approved by the garrison commander, if a medical condition warrants the installation. The medical condition and need for a portable cooling device must be recognized as a medical necessity through the Exceptional Family Member screening program or confirmed by the Commander of the medical facility and O-5 or above. Acquisition of the portable device is the responsibility of the FH resident, installation will be executed through the garrison DPW; resident may be charged for installation and removal. Unauthorized units may be removed by the garrison DPW; resident may be charged for removal.

(2) Supplemental. The operation of portable heating and cooling devices and garrison DPW support for installation of such devices is prohibited when the intent is to circumvent this policy. Such devices can be approved in situations where supplemental heating and cooling result in cost-effective energy reductions or are in the best interest of the agency. All requests for supplemental heating and cooling will include a justification and must be sent to the Director, IMCOM-Europe, for decision, through the same approval process as outlined in this policy for air-conditioning units.

6. Point of Contact. IMCOM-Europe Directorate Energy Program Manager Ms. Lubica Tomasovich, ACoS, G4, IMCOM-Europe, military 544-4202, civilian 0049-(0)611-143-544-4202, or email: [lubica.tomasovich.civ@mail.mil](mailto:lubica.tomasovich.civ@mail.mil).

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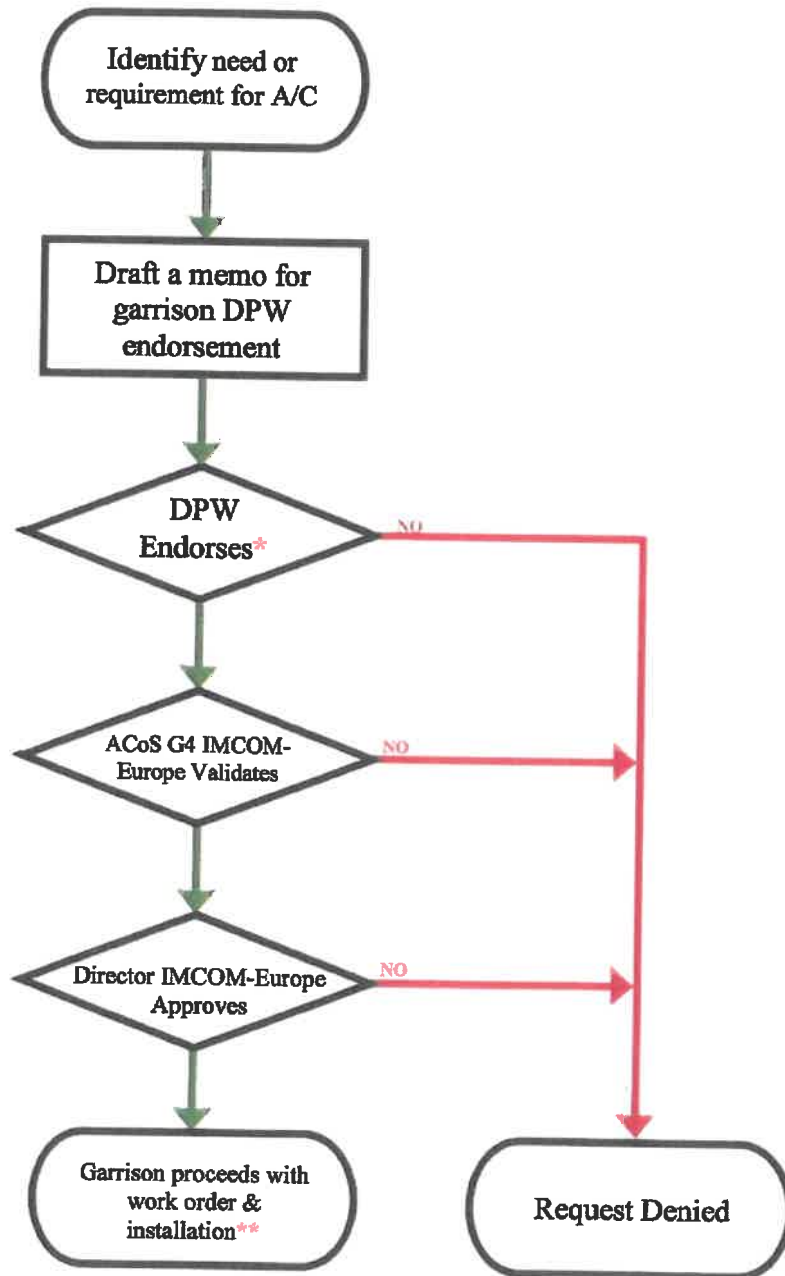


MICHAEL D. FORMICA  
Director

IMEU-PWD  
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Enclosure 1: (A/C Request Process Flowchart) to MEMORANDUM FOR Commanders of United States Garrisons in Europe

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\* DPW Approves: Exceptions to Policy as outlined in section 4.c / All requests for Italy only

\*\* In conjunction with garrison's work order process to include proprietary approval requests



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MEMORANDUM THUR (garrison DPW)

FOR Director, IMCOM Europe, APO AE 09136-3103

SUBJECT: Request for Approval for Installation of Air Conditioning for (room number if applicable, building number, installation, garrison)

1. Reference Memorandum, IMCOM-Europe, IMEU-PWD, 10 July 2018, subject: IMCOM-Europe Air-Conditioning Policy.
2. Justification: (see referenced policy)
3. Impact (if not provided):
4. The equipment will meet European energy efficiency category "A+" or better.
5. The installation of photovoltaic panels (or other renewable technology) exceeding the electrical power consumption of the intended cooling unit(s), is required and will be funded as part of this A/C project.
6. Point of Contact:

REQUESTOR  
(Title)

DPW Endorsement \_\_\_\_\_