



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE
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AMIM-EUR-ZA (200A-420-1b)

28 April 2026

MEMORANDUM FOR Commanders of United States Army Garrisons (USAG) in Europe

SUBJECT: IMCOM-E Command Policy Letter #4, Air Conditioning Policy

1. Supersession. This memorandum supersedes memorandum, IMCOM-Europe, AMIM-EUR-ZA, 28 March 2025, subject as above.

2. References:

- a. UFC 3-410-01, Heating, Ventilating, and Air Conditioning Systems, 9 January 2024
- b. UFC 4-711-01, Family Housing, 16 June 2025
- c. AR 420-1, Army Facilities Management, 1 August 2024
- d. EU Directive 2024/1275

3. Applicability.

- a. This policy applies to all facilities on or within IMCOM-Europe managed installations in Europe.
- b. Facilities constructed or modified in accordance with reference d. which include renewable energy generation, and which utilize heat-pumps for heating, may utilize reversible heat pumps for cooling.
- c. All fixed air conditioning (AC) systems installed should be connected to a utility monitoring and control system or building management system where available.
- d. Wherever mechanical cooling is authorized, cooling season temperatures for occupied working and living spaces shall be maintained in the range 78° F (25.6° C) plus or minus 2° F. Cooling set-up temperatures during unoccupied times shall be set at 85° F (29.4°C) plus or minus 5° F.

4. Background.

a. The AC Policy is to support garrisons in their effort to balance energy efficiency, resilience, and affordability with desired cooling season support to Service Members and their families. Garrisons must continue to explore alternative cooling solutions and ensure proper Codes and Regulations are applied when considering the approval of new AC installations and/or use of portable devices.

b. UFC 3-410-01, HVAC Systems: 3-6.1 Facility Air Condition Eligibility states, "Facilities are eligible for air conditioning where facilities of similar structure and function in the local private sector are equipped with air conditioning."

c. UFC 4-711-01, Family Housing: 5-2.4 Mechanical Cooling states, "Mechanical cooling is not needed in mild climates where acceptable thermal comfort conditions and humidity can be maintained with natural ventilation or where there is low potential for humidity, moisture, and mold problems."

5. HVAC Approval Authorities.

a. Fixed Systems.

(1) The Garrison Commander is the approval authority for the installation of new AC systems, or the complete replacement of existing systems, in the following scenarios or facilities. Approval authority may be delegated to the Director of Public Works (DPW).

(a) When a renewable offset, sufficiently sized to power the peak load of the requested AC system (peak production of 1.25x system peak load), is funded by the requestor. Previously funded renewable energy projects may be used for the offset, so long as the total peak production equals or exceeds the cumulative offset requirement of all AC system requests utilizing those projects. Garrison Energy Managers are responsible for tracking offset AC systems and funded renewable energy projects. For the purposes of renewable energy project and offset requirement accounting, the IMCOM Garrison organization is a single entity, to include, but not limited to, DES, DFMWR, DPTMS, and DPW. NAF facilities, to include AFRCs, are accounted for within their respective IMCOM Garrison for requests and offset requirements.

(b) Facilities or spaces with existing AC systems which require modification due to a change in facility use or assignment to a new organization.

(c) Telecommunications Rooms, Server Rooms, and Data Processing Centers.

(d) Health Care Facilities.

(e) Facilities where windows cannot open or do not exist and mechanical ventilation is not lifecycle cost effective or does not provide adequate cooling.

(f) When justified by a documented Life, Health, or Safety requirement, validated by the Garrison Safety Office.

(2) USAG Italy. The Garrison Commander is the approval authority for all facilities within USAG Italy. Approval authority may be delegated to the DPW. Portable AC devices are not authorized for use at USAG Italy.

(3) The Director, IMCOM-Europe, is the approval authority for the installation of new AC systems, or the complete replacement of existing systems, when a renewable energy offset is not provided, and the installation of AC is beyond the Garrison Commander approval authority as specified in 5.a.

b. Portable Devices.

(1) The Garrison Commander is the approval authority for the installation of portable AC systems in the following facilities. Approval authority may be delegated to the DPW.

(a) Army Family Housing

(i) To minimize electrical system impacts and energy costs, portable cooling device use is to be limited to peak heat hours. Fans and natural ventilation are to be used during evening hours.

(ii) Acquisition, maintenance and safe use of the portable AC device is the responsibility of the requestor. Any damage and/or associated repair costs caused by the acquisition and/or use of the portable AC device is the responsibility of the requestor.

(b) Other than Family Housing. When justified by a documented Life, Health, or Safety requirement, validated by the Garrison Safety Office.

(c) The operation of portable AC devices is prohibited when the intent is to circumvent obtaining approvals in accordance with this policy.

(2) The Director, IMCOM-Europe is the approval authority for the installation of portable devices in all other scenarios.

(3) Portable AC devices shall meet a European Union Energy Label designation of "A" or better.

(4) Window units, thru-the-wall heat pumps, or portable AC units that require modification to government real property are prohibited.

(5) Portable AC units should be viewed as an option of last resort after exhausting other alternatives.

6. Guidance.

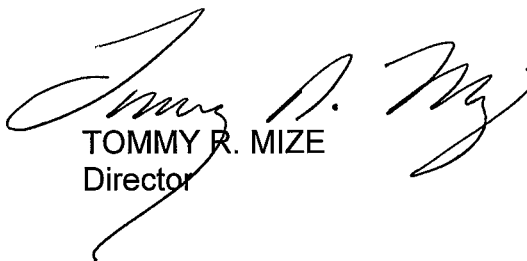
a. Requests for AC will be sent by the requesting agency, in writing, through the DPW for endorsement and staffing to the Garrison Commander for approval if required. Garrison will carbon copy the ID-E Energy Manager on approval decisions. Requests requiring approval of the Director, IMCOM-Europe, will be transmitted via ETMS2 to IMCOM Europe task management to be staffed through the Office of the Assistant Chief of Staff G4. All requests will include a valid justification for review against applicable UFCs, directives and guidance.

b. Any modification to Real Property must be coordinated and approved through the DPW utilizing DA Form 4283.

7. Point of Contact. IMCOM-Europe, G4, Energy Manager, DSN 314-544-4202, civilian +49 (0)611-143-544-4202.

Encl

1. Example fixed AC request
2. Example portable AC request


TOMMY R. MIZE
Director