



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

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COMMANDING GENERAL'S POLICY LETTER 2-24

From: Commanding General
To: Distribution List

Subj: PORTABLE AIR CONDITIONER USE IN BACHELOR ENLISTED
QUARTERS

Ref: (a) FC 4-721-10N, Facilities Criteria (FC) Navy and
Marine Corps Unaccompanied Housing
(b) MCIWEST-MCB CAMPENO 11330.2, Energy Management
Program

1. Situation. Per reference (a), Marine Corps Base, Camp Pendleton (MCB CamPen) operated under a waiver from 2002-2022 which allowed the installation to deviate from the requirement to provide air conditioning in unaccompanied housing. The waiver authority was terminated in 2022. Since then, the MCB CamPen Public Works Department (PWD) has been developing plans, programming projects, and advocating for the funding required to add air conditioning in the Bachelor Enlisted Quarters (BEQs) across the installation. To date, 10 projects to install permanent air conditioning in BEQs have been programmed or completed. In the interim, Portable Air Conditioning Units (PACUs) are a viable option to improve residents' quality of life. Approval of command-furnished PACUs in existing unaccompanied housing without air conditioning will cause a significant increase in utilities costs and commensurate electricity demand. Therefore, requests will be considered on a case-by-case basis contingent upon fiscal and electrical systems supportability. The PACUs shall be purchased by area and tenant commands, and shall comply with the specifications in this letter and standards of reference (b).

2. Cancellation

- a. Commanding General's Policy Letter 4-19.
- b. MCIWEST-MCB CAMPEN 11380/1 (4-2019) Form.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

3. Mission. Effective immediately, MCB CamPen tenant commands may request approval to procure PACUs for BEQ rooms in order to increase the quality of life for Service Members.

4. Execution

a. Commander's Intent

(1) Commander's Intent. If approved, Area Commanders are responsible for coordinating with area and tenant commands to educate residents about energy conservation goals and permit command-furnished PACU use to the extent allowed by this Policy Letter.

(2) Policy. Prior to purchase, Area Commanders shall have their purchase plans for stand-alone or window-mounted PACUs reviewed and approved by the PWD Area Facility Manager, as not all BEQs readily support the installation of window units.

(a) Specifications. No more than one PACU may be used per BEQ room, and purchased PACUs shall comply with the following specifications:

1. PACUs shall not exceed 8,000 British Thermal Units per hour cooling capacity.

2. All PACUs shall be Energy Star labeled per reference (b).

3. Seasonal Energy Efficiency Ratio rating lower than 12 or Combined Energy Efficiency Ratio rating lower than 17.

4. Current draw should not exceed 6 amperes due to the individual rooms having 20 amperes circuits.

WARNING: Strict adherence to this requirement is critical to avoid overloading circuits. Compliance should minimize outages depending upon BEQ circuit design and other electric components in the room being used simultaneously.

(b) Procurement. Commands are authorized to purchase PACUs through the General Services Administration (GSA) Global Supply, GSA Advantage, and GSA ServMart process sources ONLY.

(c) Air Conditioning Unit Operation. For energy conservation purposes, the PACUs in BEQ rooms shall only be turned on when the room is occupied, and the cooling is needed to obtain comfortable room temperatures of no lower than 78 degrees per reference (b). Area and tenant command leadership are responsible for enforcing this regulation. The PWD Area Facility Manager will conduct spot checks for compliance, and the MCB CamPen Energy Manager will monitor electric power consumption and utility costs of BEQs with air conditioning, including PACUs.

(d) Maintenance. Replacement of all components associated with PACUs is the responsibility of the area and/or tenant commands. MCB CamPen PWD has limited electricians on staff for the entire installation; therefore, expect delays in response to work orders for disrupted circuits and tripped breakers. The Public Works Officer has the authority to suspend the use of PACUs in any BEQ due to repeated circuit tripping and safety concerns.

(e) Outlets. Area and tenant commanders are responsible for determining which BEQ rooms need outlets moved to support installation of PACUs and providing this information to the PWD Area Facility Manager.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at: G-1 Manpower Hub ([sharepointhttps://usmc.sharepoint-mil.us/sites/mciwest/SitePages/G1Hub.aspx-mil.us](https://usmc.sharepoint-mil.us/sites/mciwest/SitePages/G1Hub.aspx-mil.us))

6. Command and Signal

a. Command. This Policy Letter is applicable to all commands within MCB CamPen.

b. Signal. This Policy Letter is effective the date signed.



N. I. BROWN

Distribution: A-4
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