



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 11300.4N  
FAC  
9 May 2013

AIR STATION ORDER 11300.4N

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: ENERGY CONSERVATION PROGRAM

Ref: (a) Executive Order 13423 (NOTAL)  
(b) OPNAVINST 4100.5D (NOTAL)  
(c) MCO 11000.9C (NOTAL)

Encl: (1) Energy Conservation Practices  
(2) Objectives and Goal of the Energy Conservation Program  
(3) MCAS 11300/11 Energy Conservation Checklist  
(4) Energy Conservation Report

Report Required: Energy Usage Report, par 8.a(6)  
Energy Conservation Report (Report Control)  
Symbol ASO 11300.4, Encl 4, par 9.b(5)

1. Situation. This Order establishes policy and implements operating procedures for the Marine Corps Air Station (MCAS) Cherry Point Energy Conservation Program as directed by the references.

2. Cancellation. AirStaO 11300.4M

3. Summary of Revisions. This Order contains major changes and should be reviewed in its entirety.

4. Mission. Marine Corps Air Station Cherry Point fully supports and will actively implement the energy reduction goals and policies established by higher authority. Energy costs have increased annually and are expected to do so in the future. The Energy Conservation Program also offers the Air Station an opportunity to help meet today's fiscal challenges. Therefore, an active, aggressive, and dedicated Energy Conservation Program is essential to ensure continued readiness.

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

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Significant energy reductions can be made through resourceful application of conservation measures, without adversely affecting operational readiness or the health and welfare of our service members and their families. Enclosure (1) provides guidance on energy conservation practices. Leadership, command interest, initiative, supervision, knowledge, and discipline are keys to attaining the goals of the Energy Conservation Program. All MCAS, Cherry Point and tenant organizations will meet and strive to exceed energy reduction goals established by higher authority and directed by HQMC through timely development and initiation of more efficient methods of energy use.

(2) Concept of Operations. Marine Corps Air Station Cherry Point's energy reduction goals, in support of references (a) and (b), will be measured at the activity level. The goal accomplishments will be measured against the FY 2007 adjusted base line figure. General objectives established by this program and specific goals to be met by MCAS, Cherry Point are addressed in enclosure (2).

b. Commanding Officers (COs) and Department Heads

(1) Take appropriate action to conserve water and energy per the guidelines contained in references (b) and (c) and enclosure (1).

(2) Appoint Energy Conservation Officers (ECOs).

(3) Appoint Energy Conservation Monitors (ECMs).

c. Subordinate Elements Mission.

(1) All ECOs will report semi-annually to the Director of Facilities.

(2) All ECMs will check assigned spaces for compliance with conservation measures.

(3) Station Energy Manager

(a) Report quarterly to Utility Conservation Appraisal Board (UCAB) on energy usage.

(b) Maintain an energy hot line (252-466-4720).

(4) Housing Officer. Ensure every effort is made to keep housing water and energy usage to a minimum per Marine Corps goals.

(5) Utility Conservation and Appraisal Board (UCAB). The UCAB will be established per reference (b).

(a) Membership of the UCAB shall consist of:

Chairman	Director of Facilities
Vice Chairman	Station Energy Manager (SEM)
Voting Body	Assistant Chief of Staff, G-4 (2nd MAW)
	Assistant Chief of Staff, G-3 (2nd MAW)
	Station Comptroller
Voting Body	Director, Marine Corps Community Services (MCCS)
	Director of Operations
	Director of Supply
	Executive Officer, Fleet Readiness Center, East (FRC-E)
	Executive Officer, Naval Health Clinic
	Public Works Officer
	Housing Officer
	Security Officer
	Station Inspector
	2nd MAW Inspector
Advisors	Facilities Development Officer
	Station Motor Transportation Officer
	2nd MAW Motor Transportation Officer
	Station Recycling Manager
	Utilities Director (Station)
	FRC-E Energy Manager
Chief Design Engineer	

(b) Duties of the UCAB include:

1. Direct the publicizing of energy goals and progress toward these goals.

2. Direct the auditing of energy use. Determine how, where, and by whom energy is used.

3. Assign responsibility for energy resource management.

4. Conduct reviews of unmetered utilities services to verify or adjust consumption estimates. Where meters

used to measure utility charges are not feasible, the UCAB will establish estimated equitable monthly consumption quantities. The UCAB shall conduct a triennial review of the estimated quantities for reasonableness. Anticipated changes due to change in occupancy or usage will warrant a special review.

5. Establish and maintain an active Energy Conservation Program.

6. Apply priority emphasis to utilities system maintenance to conserve energy.

7. Closely monitor the long-range Utilities and Energy Plan with particular emphasis on projected future energy requirements.

8. Review and evaluate existing utility contracts.

(c) The UCAB will meet quarterly. A record of the meeting will be furnished to each member and the CO, MCAS Cherry Point. Minutes of the meeting will be recorded and retained for two years.

(d) Attendance will be by members as published in this Order. The Board Chairman should be notified by letter when delegation of duties or attendance will be assumed by someone else at that meeting.

(6) Station Energy Manager (SEM)

(a) The SEM is on the staff of the Facilities Engineering Department and can be contacted at (252)466-4720.

(b) The SEM will serve as the Vice-Chairman for the UCAB and will be responsible for the day-to-day coordination of the Energy Conservation Program. The SEM will:

1. Promote the exchange of ideas and knowledge on energy management and conservation, and encourage energy saving practices.

2. Maintain an energy "Hot Line" using 466-4720.

Provide information on energy problems, and act as a technical advisor on energy related matters, take reports of energy waste.

3. Develop and implement specific yearly energy conservation and improvement projects.

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4. Review maintenance by replacement, renovation, and new construction projects in compliance with references (b) and (c).

5. Act as coordinator for all matters pertaining to energy management.

6. Collect data on energy usage and report results to UCAB.

(7) Energy Conservation Officers (ECOs)

(a) Unit COs/Department Heads/Staff Officers will appoint commissioned officers or supervisory civilian personnel as ECOs to administer the Energy Conservation Program for their units. The ECOs will be appointed at the squadron or comparable level. The SEM will chair ECO meetings, train the ECOs and provide guidance in conservation methods, and monitor the program implementation. The Director of Facilities will be notified in writing of the appointment of the ECOs and of any changes as they occur.

(b) All ECOs will:

1. Instruct Building Energy Monitors (BEMs) under their cognizance, on their responsibilities for enforcing the energy conservation measures listed in enclosure (1).

2. Ensure the Energy Program is given the widest possible publicity.

3. Collect data on utilities conservation practices and submit a report of commendatory actions or violations to the CO of the activity concerned. If violations are found, a recommendation for corrective action will also be forwarded. Enclosure (3) is the guide for compliance to the Energy Conservation Program, and can be obtained from the SEM (252-466-4720) located in Building 163 or a fillable form is posted on the Cherry Point website at:  
[https://cherrypoint.usmc.afpims.mil/Portals/86/Docs/CherryPointorders/11300.4N-Encl%20\(3\)-Corrected.pdf](https://cherrypoint.usmc.afpims.mil/Portals/86/Docs/CherryPointorders/11300.4N-Encl%20(3)-Corrected.pdf).

4. Prepare a semi-annual Energy Conservation Report during 30 June and 31 December per enclosure (4); negative reports are required.

5. Approve and report to the SEM installation of all energy consuming appliances and devices.

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(c) The SEM will notify the ECOs one week prior to scheduling a meeting. Minutes of meeting will be recorded and retained for two years.

(8) Building Energy Monitor (BEM)

(a) Appointment. Unit COs/Department Heads/Staff Officers will designate a BEM for each building under their jurisdiction.

(b) Duties. Each BEM will make routine checks of assigned spaces to ensure compliance with conservation measures listed in enclosure (1) and will report noncompliance to the SEM. To accomplish this responsibility, BEMs shall locate and identify all energy consuming equipment and facilities, such as radiators, space heaters, lighting fixtures, air conditioning units, etc., and determine their operational requirements.

6. Administration and Logistics

a. Administration

(1) As a means of recognizing superior achievement in energy conservation and providing additional incentives toward that goal, an Annual Commanding Officer's Energy Conservation Award will be presented to the organization which demonstrates the most successful energy conservation and awareness program. The award will be presented during the annual Energy Awareness Week in October. The award will be a plaque which will cite superior achievement in energy awareness and conservation. All units, military and civilian, are eligible. The award will be based on the following:

(a) Establishing and maintaining an effective energy conservation and awareness program.

(b) Documented success in conservation of energy.

(c) Innovative techniques to promote energy conservation and awareness.

(d) Unit awareness/compliance with existing directives.

(2) Nominations, in a narrative form, are due to the Station Energy Manager the week prior to National Energy Awareness

week. The judges shall be selected members of the UCAB and the presentation shall be made shortly thereafter.

b. Logistics. The records required by this Order are to be retained for two years after the last entry. They may be destroyed at that time.

7. Command and Signal

a. Command. The Commanding General, 2nd Marine Aircraft Wing and the Commanding Officers of the Fleet Readiness Center-East, Combat Logistics Company-21, and Cherry Point Naval Health Clinic concur with this Order insofar as it pertains to members of their respective Commands.

b. Signal. This Order is effective the date signed.



B. R. BLALOCK  
Executive Officer

DISTRIBUTION: A

ENERGY CONSERVATION PRACTICES

1. MCAS Cherry Point

a. Lighting

(1) Limit the number of lights used to meet the actual illumination requirements.

(2) Turn off lights when not needed during daylight hours and when area is not occupied.

(3) Use low wattage bulbs when replacing light bulbs in heads, gear lockers, and storage areas.

(4) When painting of interior offices is authorized, use off-white or light colors.

(5) Turn off all energy consuming devices when not in use. Always ensure they are turned off at the close of each day.

(6) Turn off hangar bay lights during daylight hours unless required for the performance of a maintenance function. Utilize security lights at night when aircraft maintenance is not being performed.

(7) Industrial air compressors are high energy users. Be aware of any leaks and/or continuously running compressors and report them to the Facilities Maintenance Work Reception Desk at 466-4364/4365. Shut down compressors when not in use.

(8) Turn off all exterior lighting not required for safety or security purposes. If this is not possible to do, initiate Work Request to modify the situation.

b. Heating and Air Conditioning

(1) In areas with an Energy Management Control System (EMCS), only Facilities Maintenance personnel are authorized to adjust heating and air conditioning controls. Manipulation of these controls by unauthorized personnel can result in serious damage to the heating and air conditioning system and can jeopardize personnel safety. If adjustment and/or repairs are needed, call the Facilities Maintenance Work Reception Desk at 466-4364/4365.

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(2) Set locally adjustable automatic thermostats for heating and/or air conditioning as follows:

Area	Heating °F	Cooling/ Ventilating °F
Offices and Classrooms	70	76
Industrial and Hangar Shops	55-60	80
General Storage Areas	50	80
Storage Issue Rooms	60	80
Living Quarters Normal Usage	72	76
Living Quarters Sleeping Time	60	80
Auditoriums, Including Theater	70	76
Gymnasium/Recreational Areas	70	76
Mess Hall and Food Preparation Areas	70	76
Dishwashing Areas	60	80
Valve and Pump Houses	50	85
Dispensary Exam Rooms	75	76
Unoccupied Buildings	55	85

(3) Turn off heating and/or air conditioning units during nonworking hours in areas, other than barracks and quarters, with manual thermostats or switches.

(4) Do not operate air conditioning equipment when the outside temperature is 80°F or lower.

(5) Operating portable electric space heaters and electric threshold heaters, except where they are the only source of heat, is prohibited.

(6) Electric space heaters or any other energy consuming appliance or device shall not be installed and/or used for personal comfort or convenience without the approval of the immediate supervisor and the ECO.

(7) In winter keep venetian blinds/draperies/shades on the south side of buildings open so that direct sunshine may enter. In summer keep them closed.

(8) Wear clothing appropriate for the weather conditions, warm in the winter and cool in the summer. Participate in "Tropical Dress Code" during hot summer days, if so authorized.

(9) Do not open doors and windows when heating or air conditioning systems are operating.

(10) Minimize the use of exhaust fans during heating or cooling seasons.

(11) Turn off hangar bay heaters while the hangar doors are open. Minimize hangar door openings to reduce energy losses.

(12) Manually-operated heating devices (radiators) respond very slowly. Do not store items on top of radiators. Keep radiators clean. Adjustments should be made gradually to prevent overheating. Turn radiators off 30 minutes before quitting time. Do not store items on top of radiators. Keep radiators clean.

c. Water

(1) Turn off all faucets, showers, and water outlets when not in use.

(2) Do not use water from hoses for washing floors, galleys, and other areas. Clean floors and other areas with brooms, mops, and squeegees.

(3) All personnel shall report to the Facilities Maintenance Work Reception Desk the following:

(a) Faucets, bibs, and valves that cannot be shut off.

(b) Constantly-running commodes.

(c) Excessive low water pressure. (Indicates possible broken water line).

(4) Never use hot water when cold water is acceptable.

(5) In office areas, set water heater thermostat at 105°F.

(6) In living quarters, set water heater thermostat at 120°F.

(7) Avoid using hot water for brief periods since hot water remaining in the pipes is wasted.

d. Transportation

(1) Minimize engine warm up before driving. Most vehicles are now equipped with automatic chokes which change the idle speed when the engine is warm.

(2) Walk when time, distance, weather conditions, and purpose allow.

(3) Do not idle engines longer than one minute except in emergencies.

(4) Accelerate gradually and coast to a stop. Drive at a steady pace and anticipate traffic movement changes to prevent unnecessary braking.

(5) Whenever possible plan requirements to consolidate trips and take the shortest route; avoid stop and go traffic.

(6) Form car pools.

(7) Remove unnecessary weight from vehicles.

e. Maintenance

(1) Check and test emergency generators during peak hours, 1200-1500.

(2) Operate and maintain heating, ventilating, and air conditioning equipment properly to minimize energy usage. Pay particular attention to calibration and adjustment of controls, reduction of damper air leakage, proper filter maintenance, efficient operation of chilled water systems.

(3) Repair steam leaks and keep steam pipes insulated.

(4) Repair and maintain steam traps.

(5) Repair and maintain condensate systems.

(6) When repairing failed fluorescent light fixtures, retrofit or replace the fixture with an electronic ballast and T8 type lamps. Do not install magnetic ballast, except for special applications.

(7) When replacing a mercury vapor lamp, replace the whole fixture with a new High Pressure Sodium fixture and lamp. Size the new fixture for half the wattage of the old fixture. Do not install mercury vapor lamps and fixtures.

(8) Do not install incandescent lamps except for special applications such as fire alarm boxes, dimming systems, and applications for which fluorescent lamps are not available. Use compact fluorescent, if practicable.

(9) Failed exit sign lights shall be replaced with LED-type exit signs.

f. Design

(1) All project evaluations shall include a Life Cycle Cost (LCC) analysis and an energy and water impact statement.

(2) All renovation and construction projects shall comply with North Carolina Building Code, Chapter 32 as it applies to energy conservation.

(3) Do not install humidity control except as required by a specific application.

(4) Utilize air conditioning equipment with the highest energy efficiency rating.

(5) Install an EMCS system on all new renovations and new construction projects.

(6) Design lighting levels as per Illuminating Engineering Society (IES) recommendations.

(7) Fluorescent light fixtures with electronic ballasts and F28/T8/841 lamps shall be used in offices and other similar indoor applications.

(8) T5 or T8 fluorescent fixtures shall be used indoors in high and low bay applications.

(9) LED fixtures shall be used outdoors for general area lighting, parking lots, and street lights.

(10) Incandescent lighting shall be limited to special applications only, where compact fluorescent lamps are not appropriate.

(11) Exit lights shall be of the LED type.

(12) All exterior lights shall be contractor controlled by photo cells, clocks, or an BEMs.

(13) Provide occupancy sensors in appropriate areas such as conference rooms, copier rooms, individual offices, etc.

(14) Size transformers for the anticipated demand, not for the connected load. Use high efficiency transformers.

(15) Electric, steam, and water meters shall be provided for each tenant.

(16) Provide energy and water impact statement for new construction, renovations, and repair by replacement project.

2. Government Quarters. All occupants must be conscientious about conserving energy. In addition to the guidelines listed above, the following guidelines apply:

a. Wash and dry clothes and dishes in fully-loaded appliances.

b. Use cold water for washing clothes whenever possible.

c. Hang clothes out to dry when possible, and avoid using dryers.

d. Do not run a dryer longer than necessary. Separate drying loads into heavy and lightweight items. Since the lighter loads take less drying time, the dryer does not have to run as long. Dry your clothes in consecutive loads. Once the dryer is warm, it cuts down on the initial energy consumption. Keep the lint screen in the dryer clean; remove lint after every load. Ensure that the dryer exhaust is properly vented to the outside of the house.

e. Use washers, dryers, and other large electrical appliances before 1000 and after 2000 on weekdays. Electric rates are based on usage and peak demand. Peak demand occurs between those hours.

f. When using an automatic dishwasher, use air dry cycle if available.

g. Close off unused portions of the house until one hour before they will be used.

h. Quarters with heat pumps should be given special consideration to allow the units to operate as designed.

(1) Do not block air circulation around the outside unit.

(2) Keep air filters clean.

(3) The operating time depends on the outside temperature. The colder the weather, the longer the unit will run.

(4) In winter time, do not increase the thermostat setting by more than two degrees at a time. Sudden changes in thermostat setting will initiate operation of the trip heaters, which are not a very efficient form of heating.

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(5) In summer time, if the house is left unoccupied for more than two hours, raise the thermostat setting to 85°F.

i. Turn off television sets and other appliances when not in use.

j. Reduce energy consumption in cooking. Use pans that cover the heating element so that more heat enters the pot and less is lost to the surrounding air. Clean reflectors below the heating element to allow more heat transmission to the pot. Keep pots covered to retain more heat.

k. Check seals around the refrigerator and oven door to make sure they are airtight. If not, call Facilities Maintenance Work Reception Desk at 466-4364 or 4365 for repairs.

l. When heater or air conditioner is running, keep both the front door and the storm door closed. The storm door by itself does not conserve energy.

m. Keep refrigerator condenser coils clean. Dirty coils make the refrigerator less efficient.

n. Use of decorative, ornamental exterior lighting in family housing is not encouraged. Residents should limit festive decorations to non-lighted type. In no case should the exterior lighting be left on during daylight hours.

3. General Conservation Policies. The following conservation policies are the basis for the "Conservation Ethic" promoted throughout and directed herein for continued application at MCAS, Cherry Point:

a. Weapons, equipment, and flight demonstrations will be held to the minimum considered essential for training and recruiting.

b. Compact/subcompact commercial sedans, electric vehicles and bicycles will continue to be fleet purchased for MCAS, Cherry Point fleet replacement.

c. The purchase of all energy consuming equipment, appliances, and devices will be evaluated on LCC and not low initial price. Purchase shall be made on the basis of that evaluation. Contact the SEM at 466-4720 for assistance in applying LCC analysis. Recommendations on energy efficient materials and products can be found on the Federal Energy Management Program (FEMP) website:

<http://www1.eere.energy.gov/femp>.

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d. All units will encourage savings suggestions through incentive awards, to include the selection of applicants for beneficial suggestions awards, letters of commendation or appreciation, meritorious masts, and command conservation awards.

e. The exchange of ideas and knowledge on energy conservation will be encouraged by including this subject in troop training and information programs.

f. The maximum off-station speed limit of 55 mph will be maintained for all government vehicles as long as safety and mission permit.

g. Marine Corps owned, leased, and rented commercial vehicles will be pooled when possible.

h. When applicable, specific mention will be made in officer and enlisted fitness reports of significant energy conservation measures achieved (either in whole or in part) by the individual being reported on.

i. The use of ornamental lighting is prohibited with the exception of a central display inside buildings, which will be turned on only during ceremonies and on specific days for which designed. Outside ornamental lighting is prohibited with the exception of holiday displays at the Station Chapel, Headquarters, and display at the Main Gate Entrance.

#### 4. Inspection/Reporting

a. Frequent Station-wide inspections will be made by the SEM to determine compliance with directives. Reports will be sent to Energy Conservation Officers via the chain of command.

b. Zone inspections will be made by BEMs and reported to their ECOs. Energy conservation discrepancies will be noted on reports.

c. Energy conservation will be included as a specific item to be examined during local command inspections. Local energy conservation programs and policies will come under the scrutiny of the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune during the bi-annual Commanding General's Inspection.

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OBJECTIVES AND GOAL OF ENERGY CONSERVATION PROGRAM1. Objectives

a. Improve mission readiness and sustainability. Reduce costs through application of energy efficient facilities and systems throughout the supporting establishment and operating forces.

b. Substitute, where practical and cost effective, more abundant and/or renewable energy sources for petroleum.

c. Ensure that activities provide energy replacement components to the integrity of energy conscious maintenance.

d. Ensure that personnel who design, install, operate, and maintain energy systems are trained to do so most efficiently.

e. Include energy efficient improvements in repair projects.

f. Ensure energy efficiency and fuel flexibility are taken into account in the design and acquisition of new facilities and equipment. Ensure that in approving modifications or repairs on existing systems, the potential impact on energy consumption is balanced against other requirements including: mission, vulnerability, environmental impacts, quality of life, and LCC.

g. Ensure that adequate supplies of fuel meeting required standards are provided to sustain the mission.

h. Identify and execute all ashore facilities energy and water conservation projects with payback of less than ten years.

2. Goals. As indicated below and as required by references (a) and (b), energy conservation goals have been established for the Air Station in various areas of consumption. Goal accomplished will be measured against FY 2003 base line.

a. Facilities

(1) Existing Buildings. Reduce energy consumption per thousand gross square feet by 30 percent by the end of FY 2015.

(2) New Buildings. Energy usage should exceed standard established in the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 90.1 by 30%. Ensure that the design and construction of buildings comply with energy

performance standards applicable to Federal residential and commercial standards as set in 10 C.F. PART 435, SECTION 110.

b. Transportation. Comply with requirements of the Energy Policy Act of 2005 as pertains to vehicles.

# ENERGY CONSERVATION CHECKLIST

ORGANIZATION/CONTACT	BLDG NO	TIME	DATE
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**ELECTRICAL:**  UNOCCUPIED SPACES LIGHTED  EXCESSIVE LIGHTING  BROKEN FIXTURES/SWITCHES  
**DISCREPANCIES NOTED:**  EXCESSIVE LIGHTING  OUTSIDE LIGHTS ON DURING DAY   
 OTHER \_\_\_\_\_

**CORRECTIVE ACTION:**  SECURED  RESPONSIBLE OCCUPANT CONTACTED  RESP. OCCUPANT NOT CONTACTED  
 OTHER \_\_\_\_\_

**RECOMMENDATION TO:**

**CURTAIN DISCREPANCIES:**  RESPONSIBLE OCCUPANT TO HANDLE  OTHER \_\_\_\_\_

**HEATING:**  ON  OFF  HEAT LEVEL TOO HIGH  WINDOW(S) OPEN  DOOR(S) OPEN

**DISCREPANCIES NOTED:**  EXCESSIVE STEAM LEAKAGE  THERMOSTAT SETTING TOO HIGH  
 FAULTY THERMOSTAT  DEFECTIVE RADIATOR VALVE  
 UNOCCUPIED SPACE HEATED  OTHER \_\_\_\_\_

**CORRECTIVE ACTION:**  SECURED  RESPONSIBLE OCCUPANT CONTACTED  RESP. OCCUPANT NOT CONTACTED  
 OTHER \_\_\_\_\_

**RECOMMENDATION TO:**

RESPONSIBLE OCCUPANT TO HANDLE  OTHER \_\_\_\_\_

**CURTAIN DISCREPANCIES**

**COOLING:**  ON  OFF  COOLING LEVEL TOO LOW  WINDOWS(S) OPEN  DOORS OPEN

**DISCREPANCIES NOTED:**  THERMOSTAT SETTING TOO LOW  FAULTY THERMOSTAT  UNUSED SPACE COOLED  
 UNOCCUPIED SPACE COOLED  OTHER \_\_\_\_\_

**CORRECTIVE ACTION:**  SECURED  RESPONSIBLE OCCUPANT CONTACTED  RESP. OCCUPANT NOT CONTACTED  
 OTHER \_\_\_\_\_

**RECOMMENDATION TO:**

RESPONSIBLE OCCUPANT TO HANDLE  OTHER \_\_\_\_\_

**CURTAIN DISCREPANCIES**

**WATER:**  FAUCETS, SHOWER, HOSE BIBS, ETC., LEFT RUNNING  EXCESSIVE LAWN WATERING

**DISCREPANCIES NOTED:**  LEAKING FAUCETS, VALVES, ETC.  OTHER \_\_\_\_\_

**CORRECTIVE ACTION:**  SECURED  RESPONSIBLE OCCUPANT CONTACTED  RESP. OCCUPANT NOT CONTACTED  
 OTHER \_\_\_\_\_

**RECOMMENDATION TO:**

RESPONSIBLE OCCUPANT TO HANDLE  OTHER \_\_\_\_\_

**CURTAIN DISCREPANCIES**

**REMARKS / SPECIAL COMMENTS:**

**INSPECTOR NAME & TITLE (PRINT OR TYPE)**

**INSPECTOR SIGNATURE**

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## UNIT/DIRECTORATE HEADING

Energy Conservation Report

From: Energy Conservation Officer, (Unit, Directorate, etc)  
To: Director of Facilities, Marine Corps Air Station,  
Cherry Point

Subj: ENERGY CONSERVATION REPORT

1. Problems. Under categories Electricity, Heating, Air Condition, Water, and Transportation, etc., describe problems or conditions which cause or contribute to waste. Do not list items on which written or telephone work requests have been submitted unless there has been no action, poor response and/or repeated problems. Alteration and improvement must be requested in accordance with the current edition of ASO P11000.8, but reference thereto may be made, especially if request would reduce energy conservation.

2. Corrections/Improvements. List corrections or improvements accomplished, by category, and whether they were successful. An example would be a conservation order for an NCO in charge of quarters - if it worked.

3. Recommendations. List ideas for action, installation, etc., which may prove useful in reducing energy consumption.

4. Energy Conservation Officers and Monitors. Provide a current listing of ECOs and ECMS along with telephone numbers and areas of responsibility (including building numbers.)