



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11380.4  
G-F/PWO  
19 AUG 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 11380.4

From: Commanding General  
To: Distribution List

Subj: INSTALLATION OF WINDOW AIR CONDITIONING AND SPOT COOLERS

Ref: (a) MCO P11000.9C w/Ch 1-4  
(b) UFC 3-101-01 of November 28, 2011

Encl: (1) Work Request (Maintenance Management)

1. Situation. Promulgate the requirements and procedures concerning the installation and use of window air conditioning and spot coolers for facilities at Marine Corps Base, Camp Lejeune (MCB, CAMLEJ) and Marine Corps Air Station, New River (MCAS, NR).
2. Cancellation. BO 11380.4E.
3. Mission. Paragraph 4401 of reference (a), directs adherence to the design instructions contained in reference (b) for the installation of air conditioning systems.
4. Execution.
  - a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The installation of window air conditioners and spot coolers are strictly limited to those facilities that comply with the minimum construction standards, as set forth in the references and this Order. Purchasing or installing window air conditioners or spot coolers, whether funded with appropriated or non-appropriated funds, without prior approval of the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune is prohibited.

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

(2) Concept of Operations. When a CG or activity director determines that air conditioning in non-air conditioned spaces is essential, a request containing full justification must be submitted on enclosure (1), to the Assistant Chief of Staff (AC/S), G-F, Public Works Division (PWD). If approval is granted, the requestor will receive a Letter of Authorization, which must accompany the NAVMC 10694 (DIC 20A) from the AC/S, G-F (Property Control Officer), to pick up the approved window air conditioning unit.

b. Coordinating Instructions

(1) The eligibility for air conditioning for each type of facility will be determined per reference (b).

(2) Requests for air conditioning to cool sensitive equipment must be accompanied with a copy of the manufacturer's climatic requirements.

(3) All facilities for which air conditioning has been requested will be surveyed for structural compliance, per reference (b) and the following requirements:

(a) For facilities with attic space, a minimum of 9-1/4 inches of fiberglass ceiling insulation (R-30) shall be in place in the attic space.

(b) Facilities without attic space;

1. Dropped ceilings. A minimum of six inches of fiberglass ceiling insulation (R-19) shall be in place above the dropped ceiling.

2. High-Bay buildings. Enclosed areas with ceiling heights of approximately eight feet must have a minimum of six inches of fiberglass insulation (R-19) in the ceiling.

(4) All walls must be insulated with 3-1/2 inches of fiberglass (R-11).

(5) All air conditioning units will be properly sized to cool the intended area.

(6) Window air conditioning units and spot coolers are not authorized in spaces that are cooled with a central air conditioning system.

(7) Tactical air conditioning and heating units that are assigned a Table of Authorized Material Control Number, or are a component of a Table of Equipment (T/E), are intended for field use only. These units are not authorized for use in facilities.

5. Administration and Logistics. Requests for repair or replacement of existing window air conditioning units will be submitted to the AC/S, G-F, PWD, using enclosure (1). In case of replacement, a copy of the Limited Technical Inspection must accompany the NAVMC 10694 (DIC 20A) to the AC/S, G-F (Property Control Officer), for turn-in of the old unit and issuance of a new unit. The removal of old window air conditioning units and the installation of new units will be accomplished only by Public Works personnel.

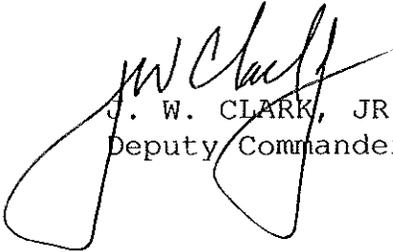
6. Command and Signal

a. Command

(1) This Order is applicable to MCB, CAMLEJ and MCAS, NR and their subordinate and tenant commands.

(2) This Order has been coordinated and concurred with the CGs, II Marine Expeditionary Force, 2d Marine Division, 2d Marine Logistics Group, U.S. Marine Corps Forces Special Operations Command, and the Commanding Officer, MCAS, NR.

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

  
J. W. CLARK, JR.  
Deputy Commander

DISTRIBUTION: A/B/C

**WORK REQUEST (MAINTENANCE MANAGEMENT)**

PART I--REQUEST (Filled out by Requestor)		
1. FROM:	2. REQUEST NO:	
3. TO:	4. DATE:	
5. REQUEST FOR: <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START:	
6. POC PHONE:	POC EMAIL:	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)		
9. FUNDS CHARGEABLE:	10. SIGNATURE (requesting official):	
PART II--COST ESTIMATE (Filled out by Maintenance Control Division if estimate requested)		
11. TO:	12. ESTIMATE NO:	
13. COST ESTIMATE:		
a. Labor	b. Material	c. Overhead and/or Surcharge
d. Equipment Rental/usage	e. Contingency	f. Total (a thru e) =
14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		16. START DATE:
17. SIGNATURE:		18. DATE:
PART III--ACTION (Filled out by Requestor)		
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved)  <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER		20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS <input type="checkbox"/> HAS BEEN DEFERRED
21. SIGNATURE:		22. DATE: