



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

NGKS-TAG

19 May 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter #30, Energy Conservation at Kansas Army National Guard (KSARNG) Facilities

1. This policy establishes energy conservation measures, specifically heating and cooling, thermostat settings, and portable heating and cooling devices, at all KSARNG facilities in accordance with AR 420-1, Chapter 22-12 (12 February 2008).
2. During the heating season, temperatures in occupied facilities will be maintained in the range of 72 degrees Fahrenheit plus or minus 2 degrees Fahrenheit during duty hours and in the range of 60 degrees Fahrenheit plus or minus 5 degrees Fahrenheit during non-duty hours. Temperatures in warehouses and similar active working spaces, including maintenance bays, will be set at 55 degrees Fahrenheit plus or minus 5 degrees Fahrenheit during duty hours and 45 degrees Fahrenheit plus or minus 5 degrees Fahrenheit during non-duty hours. Warehouses will not be heated if they are usually devoid of human activity and if freezing and condensation are not issues.
3. Wherever mechanical cooling is authorized, cooling season temperatures for occupied working spaces shall be maintained in the range 74 degrees Fahrenheit plus or minus 2 degrees Fahrenheit. Cooling temperatures during non-duty times shall be set at 85 degrees Fahrenheit plus or minus 5 degrees Fahrenheit. Space temperature for medical and medical research operations will comply with these standards.
4. The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above. Supplemental heating and cooling may be used when cost effective energy reductions can be achieved by reducing usage of primary heating and cooling systems or personal comfort levels cannot be achieved by reasonable adjustments of the primary system. Such devices are particularly effective where only a few people occupy a portion of a large building and conditioning is only required in a small section of the facility. Use of personal supplemental heating or mechanical cooling devices must have supervisor written approval and must only be used when the area is occupied.
5. Hot water temperatures for general domestic uses, administrative areas, or general cleaning will not exceed 110 degrees Fahrenheit at the destination. Hot water temperatures for food handling areas and automatic dish washing in food service facilities will not exceed 140 degrees Fahrenheit, and the final rinse for dishes and utensils in all food service applications will not exceed 180 degrees Fahrenheit.

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6. AR 25-1, paragraph 6-2f requires that all purchases of microcomputers, including personal computers, monitors and printers, meet the ENERGY STAR™ requirements for energy efficiency.
7. General purpose office equipment, including copiers, printing devices, faxes, all-in-one devices, and similar equipment will be turned off at the end of every business day. Computer monitors and peripheral devices such as speakers, scanners, and external drives, including those used in conference rooms and video-teleconferencing, shall be turned off when not in use. Appliances such as fans, coffee pots, and other similar equipment shall also be turned off when not in use and during non-duty hours.
8. Energy conservation is an important aspect of sound management of resources and environmental stewardship. I expect all commanders, senior staff directorates, agency department heads, and building managers to monitor and enforce compliance with this policy.
9. The point of contact for energy issues is Sarah Karlin, KSARNG Energy Conservation Manager, at (785) 274-1148.
10. This policy letter supersedes the previous TAG Policy letter No. 30 dated 27 Jul 2010.



LEE E. TAFANELLI
Major General (KS), KSNG
The Adjutant General

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