DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF:

AUG 2 6 2016

IMHW-ZA

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees, DoD Contractors, Sponsored Guests within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-25, Holiday Lighting

1. References.

a. UFC 3-530-01-Interior and Exterior Lighting Systems & Controls (01 April 15, Change 2, 03 Mar 16)-Excerpt page 10, section 2-4.1.8.

b. Army Regulation (AR) 420-1, Army Facilities Management, 12 Feb 08 (RAR 002, 24 Aug 12)-Excerpt page 291, section III, 22-11.(c)(d)

c. Memorandum, HQ USARPAC, APCG, 3 Nov 09, subject: Army Energy and Water Conservation.

d. Memorandum, USIMCOM-PAC, IMPC-PWD-O, 10 Mar 09, subject: IMCOM Pacific Region Energy and Water Management Policy Guidance and Energy Scorecard.

2. During the holiday season, the use of ornamental lights and fixtures has become a traditional part of the way we decorate our homes, offices and other areas. However, in this time of dramatically increasing energy costs, with Hawaii having the highest billing rate in the country, this additional lighting will significantly increase utility bills by thousands of dollars. This policy strives to conserve energy in order to meet our energy efficiency mandates, reduce the danger of fires and encourage good stewardship of resources.

3. The following policy shall apply to all non-reimbursable tenants and users on USAG-HI installations with the exception of housing residents (see paragraph 4).

a. Electrically powered, outside Christmas lighting (alternating current (AC) source as opposed to battery) shall not be permitted. Battery or solar-powered, outside Christmas light emitting diode (LED) lighting shall be permitted.

b. Electrically powered, outside Christmas lighting decorations (AC source powered) at installation gates/entrances shall not be permitted unless authorized by the Garrison Commander. Battery or solar-powered outside Christmas LED lighting decorations at installation gates/entrances shall be permitted.

4. The following policy shall apply to all reimbursable tenants and users on USAG-HI installations, to include housing residents. Sponsors and contracting officer representatives are charged with the responsibility to ensure that family members and contractors are aware of, and abide by, the contents of this policy memorandum.

a. Outside, holiday lighting (electrical AC source powered or LED) shall be placed not earlier than the day after Thanksgiving and removed not later than January 15th.

b. Avoid excessive use of both interior and exterior decorative lighting.

c. Exterior electrical lighting shall be turned on no earlier than 1800 and turned off no later than 2200. The exception to this standard applies on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day when electrical lighting may remain on until 0100. In order to avoid violations of policy, electrical lighting timers are recommended.

d. Holiday electrical lighting shall not be turned on during periods when facilities and/or residences are not occupied.

e. In order to comply with Directorate of Public Works (DPW) Lighting Standards, only buy and display lighting decorations that have the Energy Star label and use LED instead of incandescent bulbs as LED products are safer, more energy-efficient and have a much longer life.

5. The following fire and safety guidelines are in effect during the holiday season:

a. Do NOT light or use candles near curtains, decorations, or in other locations near combustible or flammable items. Place candles on surfaces or in containers that won't burn. Do NOT leave candles burning when a responsible adult is not present.

b. Ensure all electrical decorations are in good working order without electrical cord fraying or other visible damage.

c. Instead of using several extension cords, use a power strip (preferably a "smart" power strip) rated for the load to be placed on it.

d. When extension cords are used, use only those rated for the load to be placed on them.

e. Do NOT use the three-way extension cord, sometimes referred to as "zipcords." These are dangerous, especially with interior decorations.

f. Do NOT use extension cords in doorways or other locations where they are subject to damage resulting in an electrical short.

g. Use only grounded extension cords suitable for outdoor, exterior decorations.

h. Keep small objects and decorations out of the reach of children and pets.

i. Keep cut, evergreen Christmas trees well watered; check the water level in the tree holder every day.

j. Be aware of after-holiday, cut tree collection and recycling information for each respective housing community.

6. This policy supersedes policy memorandum USAG-HI-47, SAB, dated 23 Jan 12, and remains in effect until cancelled or superseded in writing.

7. The proponent for this policy memorandum is the USAG-HI Directorate of Public Works, Engineering Division at 656-3064.

Stephen Dawson
STEPHEN E. DAWSON
COL, SC
Commanding

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