



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMWE-POM-ZA

NOV 30 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Energy Conservation Policy

1. References.

- a. AR 420-1, Army Facilities Management, 28 March 2009.
- b. AR 25-1, Army Knowledge Management and Information Technology, 4 December 2008.
- c. Army Energy Conservation Directive, 22 Jun 2007.
- d. Executive Order 13514: Federal Leadership in Environmental, Energy, and Economic Performance (8 Oct 2009).
- e. Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management (26 Jan 2007).

2. Purpose. This policy supports the installation's energy conservation program by outlining specific measures that must be taken to conserve energy throughout the installation.

3. Applicability. This policy applies to all Department of Defense (DoD) organizations, military and civilian personnel, and contractors at the Presidio of Monterey (POM), Ord Military Community (OMC), and the SATCOM facility (Camp Roberts, California).

4. Proponent. The proponent for this policy is the Directorate of Public Works, IMWE-POM-PWF at (831) 242-7508. This policy supersedes Command Policy on Army Energy Conservation dated 5 Jan 09.

5. Heating. During heating season, thermostats in occupied buildings will be set to 72 degrees Fahrenheit, plus or minus two degrees. When unoccupied, thermostats will be set to 55 degrees Fahrenheit, plus or minus five degrees. To every extent possible, the Directorate of Public Works (DPW) will install heating system occupancy sensors and centrally manage all heating system controls while allowing building occupants to control the temperature within the ranges outlined in this paragraph. Certain exemptions apply for medical and museum activities.

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6. Air Conditioning. During cooling season, thermostats in occupied buildings will be set to 74 degrees Fahrenheit, plus or minus two degrees. When unoccupied, thermostats will be set to 85 degrees Fahrenheit, plus or minus five degrees. To every extent possible, DPW will install cooling system occupancy sensors and centrally manage all cooling system controls while allowing building occupants to control the temperature within the ranges outlined in this paragraph. Use of supplemental air conditioning is not authorized unless approved by the Installation Energy Manager. Certain exemptions apply for medical and museum activities.

7. Building Envelope. Building occupants must keep all doors and windows closed when heating or cooling systems are turned on.

8. Space Heaters. Space heaters are prohibited unless approved by the Installation Energy Manager and Installation Fire Marshal. Approval documents must be made available upon request by energy conservation or fire safety inspection teams.

9. Interior Lighting. All interior lights must be turned off when not in use, unless illumination is required by security or safety standards. Whenever possible, building occupants should use natural lighting or task lighting. The installation standard replacement light bulb for screw-in type applications is the Compact Fluorescent Light bulb (CFL). The standard fixture for new construction and renovations is the T-8 fluorescent lamp with instant electronic start ballast, or the T-5 lamp. The DPW will ensure all new construction and renovation projects include automatic lighting controls and will replace existing light switches with automatic light controls when determined to be cost-effective.

10. Exterior Lighting. All exterior lighting not intended for safety or security must be turned off when not needed. All sports field and running track lighting systems must be turned off when not in use.

11. Office Equipment. All office equipment with a sleep mode must have the sleep mode set to engage after no more than ten minutes of inactivity. In addition, all office equipment must be turned completely off at the end of the work day. This includes all copiers, printers, scanners, computer monitors, speakers, and etc.

12. Computers. All computers must be turned off when not in use. If a network security threat requires computers to be left on after hours, the Network Enterprise Center (NEC) must request exceptions to this policy in accordance with AR 420-1, paragraph 22-4.d.

13. Electronics Procurement. All purchased electronic devices must be ENERGY STAR or Federal Energy Management Program (FEMP)-rated, when available.

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14. Computer Speakers. Computer speakers for personal use are limited to internal computer speakers. If a computer does not have an internal speaker, a one or two- speaker system may be used, so long as it draws less than 50 Watts when in use and less than 1 watts in standby mode. Subwoofers are not authorized for personal use. More elaborate speaker systems are authorized for classroom and conference room applications.

15. Printers. To every extent possible, organizations should maximize the use of centralized, networked printers.

16. Refrigerators. Refrigerators are authorized in work and office areas for group use only and will be limited to one cubic foot of refrigerator space per person. Refrigerators for personal use are prohibited. All non-complying refrigerators must be turned in to the Directorate of Logistics and disposed of appropriately. All new refrigerators purchased must be ENERGY STAR-rated and comply with the sizing requirements of this paragraph. All exceptions must be submitted to the Installation Energy Manager for approval. Enclosure 1 is an example for requesting exception to the Installation Energy Conservation Policy. All approved exceptions must be posted visibly on the refrigerator.

17. Microwave Ovens and other appliances. Microwave ovens are authorized in work and office areas for group use only and will be limited to one for every ten personnel. Microwave ovens for personal use are prohibited. All non-complying microwave ovens must be turned in to the Directorate of Logistics and disposed of appropriately. Managers and supervisors must document the location of all group microwave ovens and the number of personnel assigned to that organization; this document must be made available to the energy inspection team upon request. Exceptions to this policy are available for organizations consisting of less than ten personnel and must be requested through the Installation Energy Manager. Enclosure 1 is an example for requesting exception to the Installation Energy Conservation Policy. Other appliances such as fans, coffee pots, toasters, teapots, mug warmers and etcetera must be approved for use by the employee's Supervisor in the form of a memorandum for record. Enclosure 2 is an example approval memorandum for use of personal electronic devices/other appliances. Approval documents must be made available to energy conservation inspectors upon request. All other appliances must be turned off when not in use or during non-duty hours.

18. Personal Electronic Devices. While the use of personal electronic devices in the workplace (radios, cellular phones, CD players, air fresheners, toys, gadgets, and etc.), can improve morale, they can and do place a significant drain on the installation's energy supply and fiscal resources. Supervisors must approve the use of all personal (non-government owned) electronic devices in the form of a memorandum for record. Approval documents must be made available to energy conservation inspectors upon request. Enclosure 2 is an example approval for use of personal electronic devices.

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19. The DPW will implement and maintain a Building Energy Monitor Program. All Garrison and Tenant organizations must appoint a Building Energy Monitor in writing for each occupied administrative building with over 1000 square feet of net usable area to support this program as outlined in this policy. At a minimum, either the Building Energy Monitor or an organization representative must conduct an energy walk-through prior to all extended weekends and holidays to ensure electronic devices have been turned off, thermostats set properly, and lights turned off as appropriate. The DPW will implement and maintain an inspection program that ensures 100% of the installation's facilities are inspected annually for compliance with this policy memorandum. Deficiencies will be reported to the building's Building Energy Monitor and the senior military/civilian occupants and must be corrected within ten business days. Deficiencies will be re-inspected to ensure compliance and the DPW will update the Garrison Commander quarterly on all non-compliant re-inspections.

20. All Presidio of Monterey, Ord Military Community and Camp Roberts SATCOM employees must read Enclosure 3, Installation Management Command's Fifteen Low-Cost or No-Cost Energy Conservation Measures.

21. The point of contact for this policy is the Garrison Energy Manager at (831) 242-7508/7924.

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DARCY A. BREWER
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DISTRIBUTION:

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+Camp Roberts SATCOM

(C Co. 302nd SIG BN & D Co. 53d SIG BN)

IMCOM's Fifteen Low-Cost or No-Cost Energy Conservation Measures

BLUF: Wasting energy is a bad habit that requires leadership and discipline to break. Reduction in energy consumption of 15-20 percent is easily achievable by the application of these recommendations and, at some installations, as much as 30 percent is reasonable when the setback temperatures are applied to all HVAC systems. However, command involvement is critical to energy reduction programs by endorsing and enforcing programs that reward those who make an effort and provide consequences to those who do not comply.

The following are actions that commanders and civilian supervisors can direct in their commands / agencies to improve energy efficiency and energy security. This list of 15 energy saving measures can be implemented on all installations to reduce energy waste caused by poor behaviors and improper practices.

1. Computers and monitors: Computers and monitors should be turned off every day when not actively in use (Army Regulation 420-1, chapter 22). If the equipment is Energy Star rated as required by statute and regulation, then it has a sleep mode. If the sleep mode is activated after 20 minutes of inactivity, then the equipment is not required to be turned off when not in active use. However, few computers or monitors are enabled for the sleep mode even though they have the capability. Disabling energy reducing capabilities in any equipment is waste and abuse of Army resources.
2. Government Vehicles: Stop idling government vehicles when unattended or waiting for more than 30 seconds. Installation commanders should set this as a vehicle violation with a warning and then a consequence for second and follow-on violations.
3. Interior Lights: Turn off interior lights in all unoccupied area, even when one intends to return immediately. If funds are available, install occupancy sensors in hallways and common areas. Until occupancy sensors are installed, have procedures to turn off light switches or circuit breakers. Sometimes circuit breakers are the only way to turn off lights, as is the case in many maintenance and mess facilities.
4. Office Equipment: Scanners, copy machines, faxes, printers and other such equipment should be programmed with sleep modes to activate automatically when not in use. Equipment is required to be Energy Star rated and have a sleep mode by the Energy Policy Act of 2005, Energy Independence and Security Act of 2007 and AR 420-1. Purchase of equipment that does not meet Energy Star requirements should have a consequence to the manager and agent who authorized that purchase.
5. Heating and Air Conditioning Equipment: Use setback temperatures on all heating, ventilation and air conditioning equipment, including window air conditioners. If automated controls are not installed, activate procedures for manual adjustment of all heating and cooling equipment at the end of the every work day and for any periods an

area is unoccupied during work hours (such as locker rooms, lunch and break rooms) . Required setback temperatures are found in AR 420-1, chapter 22.

6. Outdoor Lighting: Turn off all outside lights during the day. Guardhouses, access points, gas stations, maintenance areas and storage areas are common locations where outside lighting is left on during daylight hours because of lack of attention, education and consequences. Vending machines should be delamped whether they are inside or outside. Seek changes to the contracts with vending machine owners to avoid providing utilities to vendors without requirement to pay a utility charge.

7. Doors and Windows: Doors and windows between conditioned spaces and non-conditioned spaces should not be rigged to stay open. Active management of doors and windows that control conditioned spaces is critical to reducing energy waste especially in maintenance areas with heating and/or air conditioning. Heating and cooling of vestibules (entry areas) should be eliminated except to prevent freezing of pipes in those areas. Thermostats for heating of vestibules should be set at no higher than 45 degrees and, in most cases, can be set at 40 degrees where the weather stripping is properly installed for entry doors. Air conditioning of vestibules should be shut off.

8. Motors: All motors and pumps that have automatic controls should be operated in the auto mode and not in the manual mode that causes them to run 24/7. Very few systems require 24/7 operation, and a review of the requirement can reduce the operating hours of many pumps and motors. Disable systems such as hot water circulating pumps than run 24/7 in facilities where the hot water is not required immediately at the faucet. Consider timing controls for the pumps motors during high-use or high-demand times, such as early mornings and/or late afternoons, which allows the motors or pumps to be off during non-occupied or low-use times.

9. Light Bulbs: Remove all incandescent lights from the installation. Prohibit lamps and fixtures that have incandescent lights from offices, maintenance areas, boiler rooms and closets. Require existing incandescent bulbs to be replaced with compact florescent, florescent, LED or Energy Star-rated laminars. Remove all incandescent lights from supply inventories (SSSC and self-help stores) and prohibit the purchase of incandescent replacement bulbs by units on the installation.

10. Personal Equipment: Eliminate and remove all extra refrigerators, microwaves, coffeepots and other appliances that service only one or two persons except as permitted by AR 420-1, chapter 22. Permit only the quantity of appliances needed for the number of personnel. Remove non-Energy Star appliances from the workplace by requiring all appliances to bear the Energy Star label. Remove non-complying appliances from the facility so that they do not simply move to another office. Prohibit personally owned appliances in the workplace.

11. Exit Lights: Replace all exit lighting with LED lighting fixtures.

12. Gaps Around Doors and Windows: Install or replace all weather stripping on every entry way where a gap or light is visible. Calk all joints, window frames, door jambs and any penetrations from the outside of the building. Infiltration around windows and doors is one of the main causes of wasted energy in conditioned spaces.

13. Wiring and Switching: Rewire all indoor lighting that is on 24/7, except LED exit fixtures required by code, to be on either switches or motion sensors. If there is a security or safety issue, motion sensor control meets the requirement.

14. Filters: Replace the filters and check the tension on fan drive belts where installed every 30 days during the heating season — normally November through March but varies based on climatic region — and the same during the air conditioning season — July through September based on climatic region. For non-heating and non-cooling months, replace and check every 90 days as a minimum.

15. Rewinding Motors: Replace all motors and pumps with high-efficiency Energy Star equipment every time a replacement is required. Prohibit rewinding or replacing with the same efficiency. Do not yield to the arguments that it is more convenient or less costly to rewind or replace with in-kind capability as the extra energy used by the less-efficient motors will pay the difference usually in less than three years.

EXAMPLE REQUEST FOR EXCEPTION TO POLICY

OFFICE SYMBOL

DATE

MEMORANDUM FOR IMWE-POM-PWF (ATTN: Installation Energy Manager)

SUBJECT: Request for Exception to Installation Energy Conservation Policy

1. The purpose of this memorandum is to request an exception to the POM Energy Conservation Policy for (check one):

- Refrigerator
- Microwave
- Space Heater

2. Justification:

3. POC for this request is: NAME, PHONE, EMAIL

NAME
Title
Organization

DPW USE ONLY

Signature: _____

Approved by: _____

Date: _____

Comment:

Note: This approval must be posted near the approved appliance.

EXAMPLE APPROVAL FOR PERSONAL ELECTRONIC DEVICES

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Approval for Use of Personal Electronic Device for EMPLOYEE NAME

1. EMPLOYEE NAME has been approved to use the following personal electronic device(s):

a.

b.

c.

2. I have determined that it is in the best interest of the government to allow EMPLOYEE NAME to use the above device(s). I have discussed the importance of energy conservation with him/her and he/she has agreed to ensure the device is unplugged when not needed.

3. POC is the undersigned at PHONE.

Supervisor's Signature Block