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

REPLY TO
ATTENTION OF

IMPM-ZA

13 September 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 22, Installation Energy Conservation

1. References:

a. Energy Independence and Security Act (ESIA) of 2007.

b. AR 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.

c. U.S. Army Corps of Engineers Technical Instruction (TI) 800-01, Design Criteria.

d. Assistant Secretary of the Army Memorandum, 23 January 2013, Subject: Installations, Energy and Environment Fiscal Year (FY) 2013 Budget Guidance.

2. Purpose: This policy supports the Army's energy conservation efforts as stated in EISA 2007 and AR 420-1 by outlining specific mandated actions for all building occupants on 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 compound at Camp Roberts. This policy supersedes the previous policy dated 30 November 2010.

4. Proponent: The proponent for this policy is the United States Army Garrison (USAG) POM, Directorate of Public Works, Engineering Division, Energy Manager at (831) 242-7508. This policy supersedes Command Policy on Army Energy Conservation dated 30 November 2010.

5. Thermal Comfort and Indoor Air Quality: The following temperature control measures are mandated by reference b, para 22-12 and reference d, and apply unless superseded by additional guidance. If maintenance problems are suspected, submit a service order to the Presidio Municipal Services Agency (PMSA) at 242-5526. PMSA personnel will ensure the building heating system is operating properly and is providing comfortable indoor work conditions while maintaining safety and energy efficiency standards.

a. Heating: During the heating hours, thermostats in occupied buildings will be set to 68 °F. When unoccupied, thermostats will be set to 55 °F. Active warehouses,

maintenance bays, and related spaces will be set to 60 °F, plus or minus 5 °F, when occupied and 45 °F, plus or minus 5 °F, when unoccupied. These set points are subject to change in accordance with the most current guidance on facilities management.

(1) Portable Space Heaters: Personally-procured or GPC-purchased portable space heaters are prohibited on the installation. Follow the procedure in Enclosure 1 to have your heating system evaluated to determine eligibility for a government-issued space heater.

(2) Ventilation: Where individual heating control is available, building occupants shall turn off heating systems when windows and exterior doors are propped open. Exceptions to this policy include the barracks living spaces whose configurations rely on window operation for adequate ventilation. However, all building occupants shall turn off heating systems when windows and exterior doors are propped open during unoccupied hours. Doors and windows between conditioned spaces and non-conditioned spaces will not be rigged to stay open during times of space conditioning. Vestibule/entry areas will not be heated to more than 45 °F and never set to provide air-conditioning.

b. Cooling: For areas where mechanical air-conditioning is authorized space temperatures will be maintained at 78 °F with set-up temperatures of 85 °F. When unoccupied, thermostats will be set to 85 °F. Local conditions do not typically require the use of air-conditioning on the installation per reference 1.c. The Garrison Commander delegates the evaluation and approval of requests to use mechanical air conditioning for comfort cooling IAW AR 420-1 paragraph 22-44 to DPW. These set points are subject to change in accordance with the most current guidance on facilities management.

6. Lighting: Where cost effective, lighting upgrades and controls are being implemented on the installation to maximize potential energy savings. Where lighting systems are still controlled by building occupants, the following procedures apply.

a. Interior Lighting: All controllable interior lights shall be switched off when the corresponding areas are unoccupied. Building occupants are encouraged to use common sense judgment in eliminating unnecessarily over-lit work and living areas by turning off one or more ceiling light sources and utilizing available natural or task lighting whenever possible.

b. Exterior Lighting: For any exterior lights not controlled by automatic timers, photocells, or motion sensors, lighting operations shall not extend past times or areas needed.

(1) Price Fitness Center Field (PFC): Directorate of Family, Morale, Welfare and Recreation (DFMWR) staff at PFC shall control sports field lighting by activating and deactivating the sports field lighting for sports activities only (soccer, flag football, etc). Track lights are operated via a twist knob timer adjacent to the running track and shall be used for all other field activities including track running and general Physical Training activities.

(2) Hilltop Field: DFMWR staff at PFC shall control sports field lighting by distributing the combination lock pin-code to appropriate personnel for sports activities only (soccer, flag football, etc). The twist timer for Hilltop Field track lighting shall be used for general PT activities only.

7. Equipment: All government appliances and electronics shall be Energy Star rated. GPC purchasers shall follow the "Buy Green" standards per GSA Smart Pay Cardholder training website.

a. Kitchen Equipment: The following rules are intended to centralize major kitchen appliances, ensure adequate appliance sizing, and provide for the reasonable needs of civilians and Service Members safely and efficiently.

(1) Refrigerators: Office refrigerators are authorized when sized per AR 420-1 paragraph 22-12 (one cubic foot per person served). No personal workspace refrigerators shall be allowed. Exceptions are granted per AR 420-1 paragraph 22-12 for commanders who have conference room meeting requirements that justify the single use. Exceptions for medical reasons may be requested through the staff chain of command to the Garrison Command. Barracks room refrigerators shall not be larger than 15 cf. Excess refrigerators shall be unplugged and turned in to the Logistics Readiness Center (LRC) for appropriate disposal. Existing refrigerators that are authorized but oversized per AR 420-1 may continue operation until the unit service life expires or replacement is deemed life cycle cost effective by the DPW Installation Energy Manager.

(2) Other Kitchen Equipment: Other equipment such as microwave ovens, coffee makers, toasters, etc is authorized in office areas for group use only. All kitchen appliances shall be plugged directly into wall outlets/receptacles and turned off or unplugged when not in use.

b. Office Equipment: All individual office equipment with a sleep mode must have the sleep mode set to turn the equipment off after no more than 60 minutes of inactivity. In addition, all office equipment must be turned completely off at the end of the workday. This includes all copiers, printers, scanners, computer monitors, speakers, and etc.

(1) Computers: All office computers must be turned off after normal duty hours unless capable of, configured, and enabled for energy savings features limiting power consumption to 20 watts or less after 10 minutes of inactivity through standby or low energy usage modes IAW AR 420-1, paragraph 22-4.d.

(2) Monitors: At locations where occupancy sensor-controlled power strips have been issued to building occupants, these devices must remain as installed by building energy monitors (BEMs), DPW staff, or PMSA personnel to connect to and control computer monitors.

(3) Printers: Organizations must maximize use of centralized, networked printers. Personal workplace printers are restricted to those serving in supervisory capacities or responsible for printing sensitive documentation.

(4) Speakers: Office 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 10 W when in use and less than 1 W in standby mode. Subwoofers are not authorized for personal use in offices. More elaborate speaker systems are authorized for classroom and conference room applications. At locations where occupancy sensor-controlled power strips have been issued to building occupants, these devices must remain as installed by building energy monitors (BEMs), DPW staff, or PMSA personnel to connect to and control speaker systems.

c. Personal Electronic Devices: All personal electronic devices in offices and barracks shall be plugged in to power strips or surge protectors and turned off when not in use. At locations where occupancy sensor-controlled power strips have been issued to building occupants, these devices must be installed and shall control all personal electronic devices. Personal electronic devices in excess of 100 W for offices and 1,000 W for living spaces of rated power draw require BEM approval.

d. Power Strips: Relocatable Power Tabs (RPT) and Surge Protective Devices (SPD) (collectively and commonly known as power strips) are authorized for office and barracks use. Flush-mount units, mismatched plug attachments, and extension cord daisy-chains are prohibited for fire safety reasons.

e. Domestic Water Heaters shall be set to more than 120 °F. If insufficient, install blanket water heaters and utilize booster heaters as necessary.

f. Government vehicles shall not be idled when unattended or waiting for more than 30 seconds.

8. All garrison and tenant organizations shall designate one primary and one secondary BEM to function as DPW's building point of contact for energy-related action items. Enclosure 2 provides BEM requirements and responsibilities and Enclosure 3 provides a sample appointment memorandum.

9. POC is Mr. Jay Tulley, DPW, Energy Manager, Tel: (831) 242-7508 or Email: jay.h.tulley.civ@mail.mil.

PAUL W. FELLINGER
COL, IN
Commanding

3 Encls
1. Portable Heater Eligibility
2. Building Energy Monitor Program Guidelines
3. Sample Appointment Memorandum

DISTRIBUTION:
G
+Camp Roberts SATCOM
(C Co. 302nd SIG BN)

Enclosure 1: Portable Heater Eligibility

Purpose: The following steps outline the process for having DPW evaluate thermal comfort conditions in a space in order to determine eligibility for a government-issued portable heater until such time that appropriate temperature ranges can be met. This process serves to maintain DPW awareness of HVAC conditions, enforce building efficiency standards, and preserve electrical/fire safety.

Procedure: If it is suspected that a work space cannot provide the temperature range as outlined in the Installation Energy Conservation Policy's Paragraph 5 Thermal Comfort and Indoor Air Quality, complete the following steps:

1. Attempt to adjust or request that your supervisor/building manager adjust space temperatures via building controls to the appropriate heating ranges outlined in AR-420-1 paragraph 22-12.

2. If adjustments do not sufficiently elevate temperatures to the necessary heating minimums, request that Building Manager submit a service order (portal request or by telephone, 242-5526) to PMSA.

3. PMSA will evaluate thermal conditions on site. This may include data logging of temperatures, checking air volumes, or adjusting thermostats in the space. If it is determined that your workspace meets the range, no action will be taken. If it is determined that your workspace cannot meet the appropriate heating range, PMSA will issue a temporary portable space heater with occupancy sensor controls.

4. Once the condition is fixed, the heater will be taken back by PMSA. In some rare cases, the use of a heater may be determined to be the best long-term solution.

Enclosure 2: Building Energy Monitor Program Guidelines

Purpose: All garrison and tenant organizations shall designate one primary and one secondary Building Energy Monitor (BEM) to function as DPW's building point of contact for energy-related action items.

1. Appointment: Each garrison and tenant organization shall submit an appointment letter to the DPW Installation Energy Manager with the name, phone number, and email contact of each primary and alternate BEM. It is recommended that appointed individuals have a technical background and/or familiarity with all tenant spaces. Organizations encompassing multiple buildings may assign additional BEMs to more evenly distribute extra duties as necessary. In the event a BEM is replaced, the organization shall submit an updated appointment letter to the DPW Installation Energy Manager. DPW shall maintain an active roster of all BEMs. A sample appointment letter is contained at the end of this document.

2. Training: New BEMs shall receive an annual training in BEM responsibilities given by the DPW Installation Energy Manager. Length and format of this training is at the discretion of the DPW Installation Energy Manager. Remedial and follow-on training sessions shall be given as required.

3. Responsibilities: The BEM position is a collateral duty that should require less than 5 hours of effort a month with responsibilities as follows:

a. Inspections: BEMs shall support the installation's conservation efforts by visually inspecting each room within his or her building at regular intervals.

(1) Compliance Checks: At a minimum, BEMs shall perform a walkthrough of their facility prior to all weekends and holidays to ensure that building occupants are complying with the unoccupied lighting, heating/cooling, and equipment standards as outlined in the Installation Energy Conservation Policy. In lieu of weekly walkthroughs, barracks BEMs shall accompany the barracks inspection team during their quarterly walks to ensure compliance within living spaces.

(2) Low Cost/No Cost Energy Savings Opportunities: BEMs shall identify low cost/no cost savings opportunities during inspections and notify the Energy Manger at quarterly intervals via email of the opportunity types, locations, and quantities. Upon BEM appointment, a sample saving opportunity example and inventory sheet shall be provided.

(3) Energy Audits: BEMs shall assist the audit team during the EISA 2007-mandated energy audits performed on each facility once every four years. This shall include providing basic building usage data, indicating the location of energy-using systems/problems, gaining access to all building spaces, and directing building occupants to correct immediate policy violations.

b. Implementations: BEMs shall adhere to the following steps in implementing energy conservation policy:

(1) Policy Enforcement: BEMs shall notify building occupants of policy violations by referencing the Installation Energy Conservation Policy. In the event a building occupant refuses to comply or after multiple attempts at correcting a policy violation, BEM shall notify the building occupant's supervisor and DPW Installation Energy Manager.

(2) DPW Installation Energy Manager Guidance: BEMs shall respond to DPW Installation Energy Manager guidance as new initiatives develop. This includes the installation of occupancy-sensor power strips, checking of existing equipment for nameplate wattages, and dispersal of occupant thermal comfort surveys.

c. Building Coordination: As the building-level points of contact for the DPW Installation Energy Manager, BEMs shall disseminate information on energy conservation to building occupants.

(1) Local Training: BEMs shall educate building personnel as necessary in good energy management practices as outlined in the Installation Energy Conservation Policy, as directed by the DPW Installation Energy Manager, or as is apparent from a common sense approach to energy efficiency.

(2) Load Shedding: BEMs shall notify building occupants of any electrical demand avoidance alerts prior to implementation of demand reduction conditions in non-mission critical buildings selected to save utility costs during periods of high peak demand.

(3) Media and Literature: BEMs shall distribute or centrally locate DPW energy brochures, articles, and reports as directed by the DPW Installation Energy Manager.

(4) Awards: BEMs shall notify building occupants of energy consumption improvements as tracked by DPW and arrange for the presentation of energy awards.

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE ZIP CODE

REPLY TO
ATTENTION OF
XXXX-XXX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Building Energy Monitor (BEM)

1. Effective, TODAYS DATE, (appointee name) has been appointed as the primary BEM for the (Directorate/Unit/School—include building number(s)--). (appointee name) can be reached at 242-xxxx or email at xxxx@mail.mil.

2. Effective, TODAYS DATE, (appointee name) has been appointed as the alternate BEM for the (Directorate/Unit/School). (appointee name) can be reached at 242-xxxx or email at xxxx@mail.mil.

3. Authority: Installation Energy Conservation Policy, dated 13 September 2013.

4. Purpose: To assist the DPW Installation Energy Manager to implement and monitor energy and water programs within POM and OMC buildings by actively encouraging common-sense and policy-supported energy conservation practices in all aspects of the professional and private conduct of members of the command. The BEM will serve as the single organizational/building POC on energy and water conservation matters and submit reports to DPW for identification and correction of energy-related building and building system deficiencies.

5. Period: Until officially relieved or released from this duty.

6. Additional Instructions: Attend initial BEM training.

XXXX
Director/Commander/Dean

DISTRIBUTION:
1 each individual concerned

CF: Installation Energy Manager, DPW

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