



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER – HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum PW-8, Energy and Water Management Program

1. REFERENCES.

- a. AR 420-1, Section III, Energy and Water Management , 12 Feb 08.
- b. Public Law 109-58, Energy Policy Act of 2005 (EPACT 2005).
- c. Energy Independence and Security Act of 2007 (EISA 2007).
- d. Executive Order 13693, Planning for Federal Sustainability in the Next Decade, 19 March 2015.

2. PURPOSE. This memorandum establishes policy regarding energy and water conservation and management guidelines for facilities, buildings and plug-in appliances located on JBM-HH. This policy emphasizes energy saving measures which can be controlled by Soldiers, Family members, employees, contractors, and all Department of Defense (DoD) and Non-DoD organizations, activities, agencies, tenants and partners without decreasing comfort, safety, health and quality-of-life standards.

3. APPLICABILITY. This policy applies to all personnel residing and working on Joint Base Myer-Henderson Hall.

4. POLICY.

a. The Department of the Army, Installation Management Command (IMCOM), and Joint Base Myer-Henderson Hall support the EPACT 2005, the EISA 2007, and EO 13693. These mandates emphasize command responsibilities within the Energy Management Program and set goals for all DoD organizations.

b. We are required to reduce energy consumption by a minimum of 2.5% per year from a 2016 baseline for a total reduction of 25% by 2025 and reduce water consumption by a minimum of 2% per year from a 2007 baseline with a total reduction of 36% by 2025. This policy establishes responsibility for the



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implementation of an energy and water program with the primary objective to decrease energy and water consumption. Effective implementation of this program will support reduction of energy and water usage and conserve utility dollars.

c. Joint Base Myer-Henderson Hall (including Fort McNair) is currently not achieving the annual energy and water reduction goal mandates. Directors and building managers/coordinators are expected to implement an effective energy and water conservation program in accordance with the guidelines contained in this memo.

## 5. PROCEDURES.

### a. Responsibilities.

#### (1) Directors will:

(a) appoint Building Energy Monitors (BEM) for each activity's area of responsibility within their location/building, to include common and shared areas, who will ensure that regular area inspections are conducted in order to eliminate waste during both duty and non-duty hours. Note: Building Coordinators can act as building energy monitors (BEM).

(b) report BEMs name, phone number, and the building number to the Directorate of Public Works (DPW) Energy Branch.

(c) ensure all BEMs in their organization receive and utilize the BEM energy checklists (See Energy Checklist on line at [www.army.mil/jbmhh](http://www.army.mil/jbmhh)).

(d) ensure BEMs attend energy and water conservation training when offered by DPW.

(2) DPW and the Installation Energy Manager will assist units with energy use reduction projects and education initiatives.

(3) The JBM-HH Energy Steering Committee will serve as the Joint Base Energy Council. The Energy Steering Committee will review program effectiveness, identify innovative ways to conserve energy and water, and provide progress reports to the commander.

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b. Energy-saving procedures.

(1) Procure and use only ENERGY STAR-rated equipment. ENERGY STAR compliance is mandated by the Energy Policy Act of 2005 (EPACT 2005), Energy Independence Security Act of 2007 (EISA 2007), and AR 420-1. ENERGY STAR-rated equipment have higher efficiencies and have a sleep mode that reduces energy consumption when not in use. Ensure all equipment is programmed to automatically go to a low powered state (if available) when not in use.

(2) Computers, monitors, and peripheral devices: Users must log off their computers and turn off monitors and peripheral devices at the end of the day. Peripheral devices shall be turned off during normal duty hours when not in use. Computer CPUs are to be left in "restart" at the end of the day per the Network Enterprise Center.

(3) Classrooms and conference rooms: Ensure all unnecessary equipment (Smart boards, TVs, LCD projectors, etc.) is turned off when not in use. Equipment left on uses electricity and generates heat that results in increased air conditioning loads. Electronics on "standby" mode continue to consume energy; shut them down when not in use.

(4) Lighting: Eliminate off-hour and exterior lighting unless necessary for safety and security (AR 190-11). Turn off lights in offices and common areas during off-duty hours. Until occupancy sensors are installed, have procedures/checklists in place to ensure lights and equipment get turned off. The BEM should submit a Demand Maintenance Order (DMO) to install light switches if circuit breakers are currently used to turn lights off. Identify all DMOs as energy-saving to receive priority rating.

(5) Incandescent lights: Remove all incandescent lights from the installation. Prohibit lamps and fixtures that have incandescent bulbs from offices, maintenance areas, boiler rooms, closets, etc. Require existing incandescent bulbs to be replaced with compact florescent lamps, LED or other ENERGY STAR-rated luminars. Remove incandescent lights from supply inventories and prohibit the purchase of incandescent replacement bulbs.

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(6) Windows and doors: Keep windows and doors closed during the heating and cooling seasons. Windows and doors between conditioned spaces and non-conditioned spaces are not to be propped or left open. Remove all door stops from exterior and vestibule doors to prevent them from being open portals during the heating and cooling season. Active management of doors and windows that control conditioned spaces is critical to reducing energy waste. The BEM or building coordinators should submit DMOs for all failing doors and windows, to include those with faulty weather-stripping. Identify all DMOs as energy-saving to receive priority rating.

(7) Supplemental cooling devices: The operation of supplemental cooling devices is prohibited where the intent is to circumvent the cooling standards outlined below as well as provide cooling to areas not authorized. The use of fans is strongly encouraged to provide cooling relief. Window air conditioners are considered supplemental cooling devices. Supplemental cooling devices may be approved for use when the cooling standards cannot be achieved by reasonable adjustments of the primary systems. Supplemental cooling devices may be approved for use if cost-effective energy reductions can be achieved in areas where only a few people occupy a portion of a large building, and conditioning is only required in a small section of the facility.

Occupied facilities		
	Occupied Settings	Unoccupied Settings
Heating	72°F +/- 2°F*	55°F +/- 5°F
Cooling	74°F +/- 2°F*	85°F +/- 5°F
Warehouses, active working spaces, maintenance bays, etc.		
	Occupied Settings	Unoccupied Settings
Heating	60°F +/- 5°F	45°F +/- 5°F
Cooling	N/A	N/A

\*Recent authorization by Assistant Secretary of the Army for Energy has changed the occupied settings to 68°F heating season and 78°F cooling season.

Supplemental cooling devices may be approved for temporary use by DPW during cooling system failures or when unconditioned spaces become authorized for cooling as a temporary measure until a permanent system can be designed and installed. All temporary equipment must be removed from service when the cooling system is

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restored to proper working order. Any requests for supplemental cooling devices shall be submitted through a supervisor to DPW for approval and shall only be used when the area is occupied. The supervisor must maintain an inventory of supplemental cooling devices and provide to DPW upon request. All new equipment purchased for supplemental cooling must be ENERGY STAR-rated.

(8) Personal space heaters: Monitor the use and authorization of personal space heaters. If the facility heating system is not adequate, the BEM or building coordinator shall submit a DMO for repairs or modifications. Per Army regulations, space heaters are not authorized for use unless approved by the DPW Director and the Fire Department. Space heaters are very inefficient and can be dangerous if not used properly. An approved space heater must be UL or FM approved, contain a tip over switch, and not be set on or near combustible materials. Electrical extension cords may not be used with an electric space heater. Any requests for supplemental heating devices shall be submitted through a supervisor to DPW for approval and shall only be used when the area is occupied. The supervisor must maintain an inventory of supplemental heating devices and provide to DPW upon request.

(9) Personal electrical equipment:

(a) All personal electrical equipment and appliances (fans, coffee pots, tea pots, toaster ovens, etc.) will be turned off when not in use and during non-duty hours. All personal electrical equipment and appliances must be ENERGY STAR-rated.

(b) Ensure all phone chargers, audio-video equipment (DVD, games, modems) are turned off when not in use. Such devices continue to use power even when turned off by a remote control device. Consider purchase of an approved 'Smart' Power Strip that automatically shuts off audio-video equipment after use.

(10) Vending machines: Consideration should be given to reducing or replacing the number of vending machines across the installation with energy efficient machines that reduce energy after hours when not in use.

(11) Refrigerators: The use of a personal refrigerator is not authorized for individual work areas. Refrigerators are authorized in work and office areas for shared use with sizing based on number of personnel supported. Use one cubic foot per person as an average to determine size and quantity of refrigerators that are

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appropriate. Exceptions allowed for general officers and commanders who have conference room meeting requirements that justify the single use.

c. Water-saving procedures:

(1) Reduce water consumption in and outside of buildings. The BEM or building coordinator shall submit DMOs for all leaking fixtures, toilets, urinals, showers, etc. Identify all DMOs as water-saving to receive priority rating.

(2) Hot water temperatures: Hot water temperatures for general domestic uses, administrative areas, or general cleaning will not exceed 110°F at the destination with the exception of the following:

(a) Food-handling and automatic dishwashing in food service facilities: 140°F. Final rinse for dishes and utensils in all food service applications: 180°F.

(b) Child care centers: Hot water temperature in plumbing fixtures used by children in centers must not exceed 110°F with an appropriate range of 80-95°F.

(c) Commercial-type laundries: 180°F.

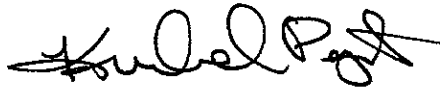
(d) Medical: Reference UFC 4-510-01.

d. Requests for exception: Facilities with unique lighting, humidity, heating, and cooling requirements may submit requests for exception to this policy through the chain of command to DPW.

6. PROPONENT. The Directorate of Public Works is the proponent for this policy. The POC is the DPW Energy Manager at (703) 696-6390.

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COL, EN  
Commanding