



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE**  
**3312 A AVENUE, SUITE 208**  
**FORT LEE, VA 23801-1818**

IMLE-ZA

FEB 20 2019

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort Lee Energy Conservation Measures**

**1. References.**

- a. Energy Policy Act of 2005, Executive Order 13693
- b. Energy Independence and Security Act of 2007
- c. Army Regulation 420-1, Facilities Management, February 2008

2. The Army has established rigorous energy conservation goals in compliance with references 1a, 1b, and 1c. Fort Lee's goal is to reduce our electrical consumption rate by 2.5% per year until the year 2025, confirmed by the baseline established in 2015. Fort Lee's water goal is to reduce our water intensity by 2% per year until 2025, confirmed by a baseline established in 2007. The energy and water conservation measures are indicated below.

**3. Policy.**

a. **Building Energy Manager:** Building Facility Managers that have signed for real property facilities with the Directorate of Public Works (DPW) Real Property Officer are designated as Building Energy Managers. A Building Energy Manager shall be responsible for the energy consumption in all buildings under his/her control. The Building Energy Manager can assign a Building Energy Monitor (BEM) for each building that reports to him/her, while the responsibility for the consumption and reporting remains with the Building Energy Manager. The Building Energy Manager must report to the Fort Lee Energy Manager on a quarterly basis on what steps they have taken to reduce consumption, copies of energy audits completed, service orders submitted, etc. Building Energy Managers and BEMs must schedule to attend a 90-minute training program hosted by the Fort Lee Energy Manager in the DPW. Commands and tenant activities are to update their Building Energy Manager and BEMs annually and provide designated representative names and contact information to the Fort Lee DPW Energy Manager, NLT 15 April each year.

b. **Information Technology (IT) Equipment:** All IT equipment (monitors, projectors, printers, copiers, digital senders, fax machines, scanners, etc.), except for computers and VTC codecs, shall be turned off every day when not actively in use. Computers

IMLE-ZA

SUBJECT: Fort Lee Energy Conservation Measures

must be left on in order to receive software updates, patches and scans. Unless exempted from the power management settings, computers will go to sleep after 30 minutes of inactivity. For Energy Star rated IT equipment, activate the energy-reducing capabilities and do not disable the settings. Disabling the energy-reducing capabilities of any equipment is waste and abuse of Army resources and therefore, is prohibited.

c. Government Vehicles: Government vehicles should be turned off and not idled when unattended or waiting for more than 30 seconds, except during the winter months where idling should only be long enough to defrost the windows.

d. Interior Lights: Turn off interior lights in all unoccupied areas even when one intends to return to the area. Use daylight and task lighting instead of area artificial lighting when and where available.

e. Outdoor Lighting: Outside lighting, if not controlled, will be turned off when not in use.

f. Light Bulbs: Incandescent bulbs are to be replaced with compact fluorescent, LED or Energy Star rated luminaries. Purchase of incandescent replacement bulbs is prohibited.

g. Office Equipment: Equipment shall be Energy Star rated. The purchase of equipment that is not Energy Star rated must be approved by the DPW, Energy and Utilities Branch on an individual basis and will only be approved if Energy Star rated equipment is not available. Ensure that the sleep mode is enabled.

h. Personal Equipment: Remove all refrigerators, microwaves, coffee pots and other appliances that only serve one or two persons. Remove all non-Energy Star appliances from the workplace. Require all appliances to bear the Energy Star label.

i. Vending Machines: All vending machines should be de-lamped regardless of location.

j. Doors and Windows: Doors and windows between conditioned spaces and non-conditioned spaces must not be rigged to stay open. Windows are to remain closed in buildings with active air-conditioning systems.

k. Building Heating and Air Conditioning Equipment: All heating and air conditioning equipment, including through wall units and window air conditioners, will have the temperature reset during unoccupied periods. During the heating season, temperatures in occupied facilities will be maintained in the range of 72 degrees Fahrenheit (plus or

IMLE-ZA

SUBJECT: Fort Lee Energy Conservation Measures

minus 2 degrees Fahrenheit) during working hours and heating setback temperatures during unoccupied times shall be set at 55 degrees Fahrenheit (plus or minus 5 degrees Fahrenheit). Temperatures in warehouses and similar active working spaces, like maintenance bays, will be kept at 60 degrees Fahrenheit (plus or minus 5 degrees Fahrenheit) during occupancy and 45 degrees Fahrenheit (plus or minus 5 degrees Fahrenheit) during unoccupied periods. Warehouses will not be heated if they are usually devoid of human activity and if freezing and condensation are not issues. Wherever mechanical cooling is authorized, cooling season temperatures for occupied working and living spaces shall be maintained in the range 74 degrees Fahrenheit (plus or minus 2 degrees Fahrenheit). Cooling set-up temperatures during unoccupied times shall be set at 85 degrees Fahrenheit (plus or minus 5 degrees Fahrenheit). Report any system not on proper settings or setback to DPW.

l. Portable Heating and Cooling Devices: AR 420-1, Chapter 22-12, section a, para 4.2 states: "The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above." The same paragraph also states: "Use of personal supplemental heating or mechanical cooling devices must have supervisor written approval and must only be used when the area is occupied." This written approval must be furnished to the DPW, Energy and Utilities Branch via e-mail at [usarmy.lee.imcom.mbx.energy-manager](mailto:usarmy.lee.imcom.mbx.energy-manager) and the applicable BEM.

m. Water Usage: Turn off all faucets when not in use to conserve water, repair leaking faucets via DPW U-DO-IT Warehouse, and report non-repairable, leaking faucets to DPW.

n. Thawing of Frozen Food: In efforts to meet Fort Lee's water conservation goal and move towards the Army's goal of net-zero water usage, the use of running water to thaw frozen food is prohibited. The U.S Department of Agriculture states "When thawing frozen food, it's best to plan ahead and thaw in the refrigerator where it will remain at a safe, constant temperature — at 40°F or below."

4. Point of contact for this action is the USAG Fort Lee Directorate of Public Works, Operations & Maintenance Division – Energy & Utilities Branch at (804) 734-3167.

  
HOLLIE J. MARTIN  
COL, LG  
Commanding

DISTRIBUTION:  
LEEKEY