

MEMORANDUM FOR

SUBJECT: Appointment Orders for Building Energy Monitor (BEM)

1. EFFECTIVE: On _____, the following individual is appointed as the BEM for

2. PURPOSE: To manage, implement, and execute the BEM requirements within this Command/Organization.

3. REFERENCES:

a. AR 420-1 AR 420-1, Army Facilities Management - Chapter 22 Army Energy and Water Management Program, 12 February 2008.

4. PERIOD: Until officially released from appointment or reassigned.

5. SPECIAL INSTRUCTION: Appointed individuals must be familiar with the overall operation of their respective unit/organization, energy conservation regulations and have computer access.

6. RESPONSIBILITIES: The BEM is responsible to complete annually the on-line training available on the Energy Program Sharepoint Site, to complete a monthly inspection of the area of responsibility, and complete the BEM checklist on the Energy Program Sharepoint Site, and to participate in and fully support the installation's BEM program.

7. POINT OF CONTACT:

** Should be signed by someone at a supervisory level above the BEM who has authority over the operational area that the BEM is being appointed to manage.*