



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

SEP 23 2020

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 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, Annex A: Energy Management Best Practices and Other Initiatives

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 United States Army Signal Activity Camp Roberts (USASA CR) compound. This policy supersedes the previous command policy dated 19 October 2018.

4. Proponent: The proponent for this policy is the directorate of Public Works, Operations & Maintenance Division, IMPM-PWO, Energy Manager at (831) 242-7508.

5. Thermal Comfort and Indoor Air Quality: The following temperature control measures are mandated by reference b, paragraph 22-12 and reference d, and apply unless superseded by additional guidance.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

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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.

(2) Ventilation: Where individual heating control is available, building occupants shall turn off heating systems when windows and exterior doors are propped open. All building occupants shall ensure all windows and exterior doors are closed during unoccupied hours. Doors and windows between conditioned spaces and non-conditioned spaces will not be rigged to stay open during times of occupied hours.

(3) 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 22-12 to DPW. These set points are subject to change in accordance with the most current guidance on facilities management. IT rooms shall have a minimum set-point of 71°F.

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 judgement 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.

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(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, toaster, 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 not configured by the NEC to go into hibernation mode after 60 minutes of inactivity 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 22-4d.

(2) Monitors: At locations where occupancy sensor-controlled power strips have

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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 person 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 for administration and barracks shall be set to more than 110°F. Other special needs (laundry, dish washing, etc.) shall be set in accordance with AR 420-1, paragraph 23-39b.

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

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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 1 provides BEM requirements and responsibilities. Enclosure 2 provides sample appointment memorandum.

2 Encls

1. Building Energy Monitor
Program Responsibilities
2. Sample Appointment Memorandum

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+U.S. Army Signal Activity, Camp Roberts
(C Co. 302nd SIG BN)



VARMAN S. CHHOEUNG
COL, SF
Commanding

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ENCLOSURE 1:

Building Energy Monitor Roles and Responsibilities: Your primary responsibility is to help your organization buildings achieve federal mandates by raising awareness to building occupants and actively engaging in conservation measures with the installations energy team. Work with the Energy Manager to focus your efforts toward a common goal. As a Building Energy Monitor (BEM), your responsibilities include:

- Be appointed in writing by your unit to serve as BEM. Ensure you are trained within 60 days of being appointed and re-trained annually.
- Report possible low-cost maintenance and energy conservation measures (ECMs) to Energy Manager. Ensure your organization is complying with applicable Energy Efficiency and Water Policy requirements.
- Perform periodic walk-throughs (at least monthly) looking for possible inefficient operations (lights on in vacant spaces, monitors left on at the end of the day, leaking faucets).
- Participate in annual Energy Action Month (October) through posting of provided materials to promote energy conservation and resilience.



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

XXXX-XXX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Building Energy Monitor (BEM)

1. Effective, TODAY'S DATE, (appointee name) is appointed as the primary BEM for the (Directorate/Unit/School—include building number(s)--). (appointee name) contact information is 242-xxxx or email at xxxx@mail.mil.
2. Effective, TODAY'S DATE, (appointee name) is appointed as the alternate BEM for the (Directorate/Unit/School). (appointee name) contact information is 242-xxxx or email at xxxx@mail.mil.
3. Authority: Installation Energy Conservation Policy, dated 13 September 2013.
4. Purpose: Assist the DPW Installation Energy Manager in implementing and monitoring energy and water programs in POM/OMC buildings. BEMs actively encourage common sense, policy-supported energy conservation practices. BEMs serve as the single organizational/building POC for 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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