DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

IMSE-POL-PW

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DPW-01 – JRTC and Fort Polk Leadership in Energy Self-Sufficiency and Security

1. Purpose. This memorandum establishes installation policy, outlines leadership responsibilities, and commits the JRTC and Fort Polk to meet Army energy goals for conserving energy, reducing our dependence on fossil fuels and reducing greenhouse gas emissions, and improving energy self-sufficiency and security.

2. Applicability. This policy applies to commanders, directors, and supervisors of the JRTC and Fort Polk including the leadership of all tenant and contractor organizations.

3. General. In order to meet our energy goals, all installation leaders must recognize that energy efficiency and security are critical elements in supporting mission readiness. We must make progress on a broad front and in a timely manner if we are to achieve our goals.

4. Policy.

a. Objective. JRTC and Fort Polk will meet the various mandates and directives of Federal laws, statutes, Executive Orders, DoD policies, and Army policies concerning energy efficiency, conservation, self-sufficiency and security.

b. Commanders, directors, supervisors, tenant and contractor activity directors will:

(1) Implement energy conservation initiatives and establish accountability for performance throughout supervisory chains.

(2) Appoint an Energy Awareness Officer (EAO) on orders.

(3) Develop organizational specific methods and practices to reduce energy consumption, improve energy efficiency, and increase use of alternative and renewable fuels.

(4) Plan, promote, and conduct energy awareness activities throughout the organization.

(5) Increase energy self-sufficiency and security.

(6) Establish organizational targets in support of installation energy conservation goals and objectives.

5. Responsibilities. JRTC and Fort Polk Commanders, directors, supervisors, and leadership of tenant and contractor organizations will incorporate this policy into all activities conducted under their purview.

6. This policy will remain in effect until superseded or rescinded.

7. Proponent for this policy is the Directorate of Public Works, at (337) 531-4508 or DSN 863-4508.

Encl
Appendix A

WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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APPENDIX A
Command Policy Memorandum DPW-01, JRTC and Fort Polk Leadership in Energy Self-Sufficiency and Security

1. All Commanders, Directors, and Supervisors will:

a. Identify and appoint at appropriate organizational levels a Facility Manager (FM) and Energy Awareness Officer (EAO) to develop organizational specific methods and practices to reduce energy consumption.

b. Take actions to ensure the conservation measures listed in Appendix A of the JRTC and Fort Polk Energy Conservation Measures Policy (Command Policy Memorandum DPW-02) are implemented and followed.

c. Attend quarterly Environmental Quality Control Committee (EQCC) meetings to align organizational energy conservation and environmental efforts with installation sustainability requirements and strategies.

d. Establish organizational level energy conservation targets and programs, and report brigade and directorate level progress in reducing energy consumption and energy conservation lessons learned during EQCC meetings.

e. Emphasize organizational support and enforcement of installation and organizational energy conservation objectives, practices and programs.

2. Facility Managers shall:

a. Coordinate with EAO to develop methods and practices to reduce energy consumption.

b. Attend training that identifies the tasks to be performed and the responsibilities assigned
to the position.

c. Perform an annual facility assessment for heated/cooled facilities for the following:

(1) Inspect for heat loss or gain due to outside air entering a building through cracks around windows, doors, and through the outside shell of the structure. Submit repair requests to DPW Work Management Center at 531-6837 or 531-1379.

(2) Inspect weatherstripping and caulking, and request repair when needed by submission of a service order. Submit repair requests to the DPW Work Management Center at 531-6837 or 531-1379.

(3) Verify that loading docks connecting a conditioned space to an unconditioned space have dock curtains.

(4) Where appropriate, ensure that the hot water temperature for the facility is no higher than 120°F.

(5) Verify that all light switches are marked to remind occupants to turn off the lights when not needed.

(6) Verify with the Directorate of Emergency Services (DES) that the minimum number of interior and exterior lights are energized for safety and security. Inoperative lights or excessive lighting will be reported to DPW.

(7) Personally-owned appliances may be approved under certain circumstances recognizing a legitimate need such as a personal medical condition requiring refrigeration of medicines or physical disability requiring personal electrical appliances (such as nebulizer or particulate filter). These cases will be considered on a case by case basis with concurrence by the labor relations office and approved by the Garrison Commander. All personal appliances should meet Energy Star® standards where appropriate and available.

(8) Validate window air conditioner exemptions. Unauthorized units shall be removed.

d. Take an active role to promote the following on a daily basis:

(1) All outside doors and windows remain closed and well sealed at all times. If windows are cracked or missing, submit a service order to the DPW Work Management Center.

(2) Exterior lighting is off during the day. If exterior lights cannot be controlled, submit a service order.

(3) Building lights are turned off when the facility is unoccupied except those needed for security.

(4) Interior lighting fixtures, walls, and floors will be kept clean.

(5) Turn off all or part of the overhead industrial lighting in hangars, warehouses, shops, etc., as operations and lighting conditions permit. Use task lighting for specific lighting requirements on the work floor.

(6) Set all computers and equipment to put monitor in sleep mode after 20 minutes and off after 60 minutes. Contact your computer help desk for assistance.

(7) Shut down all personal computers (PCs), monitors, dedicated printers, and ancillary equipment at the end of the workday. Any updates that the NEC schedules for computers will be installed when the computer is turned on the next day.

(8) Turn off common copiers and printers at the close of business unless there is an operational need to keep them on.

(9) Turn off the power to small transformers attached to office equipment, cell phone chargers, etc. when not in use.

(10) Turn off all PC speakers, scanners, and ancillary equipment when not in use. Fax machines are only authorized to be left on 24 hours a day if mission essential.

(11) Office kitchen appliances are turned off when not in use.

(12) Personal and government-owned portable resistive electric heaters are prohibited in areas that are centrally heated.

3. Energy Awareness Officers shall:

a. Coordinate organizational energy conservation programs and efforts with the IEM and report organizational energy reduction progress quarterly.

b. Coordinate with FMs to develop methods and practices to reduce energy consumption and with ECOs to reduce waste of materials.

c. Attend training that identifies the tasks to be performed and the responsibilities assigned to the position.

d. Perform an assessment of the facility's heating, ventilation, and air conditioning (HVAC) systems to ensure the following energy conservation measures are fully implemented:

(1) During the heating season, temperatures in occupied facilities will be maintained in the range of 70-74°F during working hours; heating setback temperatures during unoccupied times shall be set at 50-60°F.

(2) Temperatures in warehouses and similar active working spaces, like maintenance bays, shall be set to 55-65°F during occupancy and 40-50°F during unoccupied heating season periods. Warehouses will not be heated if they are usually devoid of human activity, and if freezing and condensation are not issues.

(3) Wherever mechanical cooling is authorized, working and living spaces shall be maintained in the range 72-76°F when occupied and 80°F during unoccupied times without the need to monitor relative humidity for mold and bacteria control. The temperature can be raised above 80°F during unoccupied times if the relative humidity is monitored and maintained between 30 and 60 percent to control mold and bacteria. Maintain the relative humidity of childcare facilities between 30 and 50 percent at all times per UFC 4-740-14. Space temperature for medical and medical research operations will comply with these standards unless exempted by UFC 4-510-01. Museum activities recognized by the Center of Military History shall maintain heating and cooling IAW AR 870-20.

4. Mission and Installation Contracting Command (MICC) shall:

a. Co-Champion with the Directorate of Public Works, Environmental and Natural Resources Management Division (DPW-ENRMD) to establish Installation Green Procurement goals and supporting targets for Environmental Management System (EMS) Objective #8.

b. Ensure all new and replacement office equipment, whether owned or leased, will comply with the Energy Policy Act of 2005 (EPACT) Energy Star® requirements. New, leased, and
purchased office equipment will have power saving features; those features will be enabled at delivery as specified.

c. Take actions to ensure all new and replacement electrical equipment and appliances will be in the top 25 percent of the energy efficient products available, as recommended by the web site www.energystar.gov.

5. US Army, Corps of Engineers (USACE) will ensure:

a. Photovoltaic lights are used for outside and parking areas where practical.

b. All new facilities will incorporate the following technologies where possible:

(1) High efficiency geothermal heat pumps (EER rating 20 or above) or high efficiency air conditioning (SEER rating 18 or above) with gas heat (95 percent efficient or above).

(2) Photovoltaic cells for electrical generation.

(3) Energy management systems for HVAC and lighting controls.

(4) Motion sensor controlled lighting.

(5) Low energy lighting such as LED or fluorescent lights.

(6) Upgraded insulation.

(7) Thermal pane windows.

(8) Storm windows and storm doors or entrance atriums.

(9) Solar window screens.

(10) Electric meters, gas meters, and water meters.

(11) Energy efficient electric motors.

(12) Power factor correction devices on electric motor installations of 30 Hp and larger.

(13) Low flow shower heads, water saver water closets.

c. New construction and major renovation of buildings will comply with the guiding principles set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006).

6. Public Affairs Office (PAO) will: Champion public awareness of energy conservation and energy efficiency by publishing weekly energy saving articles and tips in the Guardian.

7. Plans, Analysis and Integration Office (PAIO) will: Institutionalize a management system capable of executing the IMCOM campaign tasks that supports lines of effort 4 (Installation Readiness) and 6 (Energy Efficiency and Security).

8. Directorate of Logistics (DOL) will:

a. Co-Champion with DPW-ENRMD to establish installation fuel efficiency and renewable fuels goals and supporting targets for EMS Objective #5.

b. Ensure government fleet vehicles will be replaced with hybrid or electric vehicles where practical when vehicles are replaced, purchased, or newly leased.

9. DPW will:

a. Champion installation efforts to meet established installation water efficiency goals and supporting targets of EMS Objective #6.

b. Champion installation efforts to meet established installation LEED/sustainable design and development goals and supporting targets of EMS Objective #7.

c. Ensure replacement and renovations use photovoltaic lights for outside and parking areas where practical. Take actions to ensure photovoltaic lights are used for outside and parking areas where practical.

d. Ensure all new, replacements, and renovations in facilities will incorporate the following technologies where possible:

(1) High efficiency geothermal heat pumps (EER rating 20 or above) or high efficiency air conditioning (SEER rating 18 or above) with gas heat (95 percent efficient or above).

(2) Photovoltaic cells for electrical generation.

(3) Energy management systems for HVAC and lighting controls.

(4) Motion sensor controlled lighting.

(5) Low energy lighting such as LED or fluorescent lights.

(6) Upgraded insulation.

(7) Thermal pane windows.

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e. New construction and major renovation of buildings will comply with the guiding principles set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006).

10. DPW-ENRMD will:

a. Co-Champion installation efforts with MICC to establish the Installation Green Procurement goals and supporting targets for EMS Objective #8.

b. Co-Champion installation efforts with DOL to establish the Installation fuel efficiency and renewable fuels goals and supporting targets for EMS Objective #5.