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

FEB 22 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DPW-02 – JRTC and Fort Polk Energy Conservation Measures

1. Purpose. This memorandum establishes installation policy and expectations concerning specific measures to be taken in all Fort Polk facilities to eliminate energy waste and improve energy efficiency.

2. Applicability. This policy applies to all Soldiers and their Family members, Department of the Army civilian and contract employees, and tenants stationed or working at the JRTC and Fort Polk.

3. General. Energy represents a significant portion of installation operational costs. In these tough times of fiscal constraints, it is critically important that each of us change our consumptive behavior and practice energy conservation. Studies have shown that energy costs can be reduced by 20 to 40 percent if community members make a conscious and determined effort to carry out simple conservation measures.

4. Policy.

a. Objective. The JRTC and Fort Polk will reduce its energy use to lower operating costs and meet Federal mandates for energy conservation. In accordance with Executive Order 13423, we will reduce our installation-wide energy use by at least three percent annually. Achieving this goal will require each of us to develop an awareness of how and where energy is consumed in our operations and to change our behaviors to minimize energy waste. Everyone must incorporate energy conservation as part of the way that we live, work, train and play.

b. Tasks.

(1) All members of the JRTC and Fort Polk community will use energy wisely and efficiently in carrying out their assigned duties. All installation facilities and activities will be monitored and controlled to maximize the application of energy conservation measures.

(2) All members of the JRTC and Fort Polk community will become knowledgeable of the specific guidance in Appendix A and will practice all measures as appropriate in their work areas.

5. Responsibilities. All JRTC and Fort Polk personnel will ensure the intentions of this policy are incorporated into all activities conducted on this installation.

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 This policy will remain in effect until superseded or rescinded.

7. Proponent for this policy is the Directorate of Public Works, at COMM (337) 531-4561 or DSN 863-4561.

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

Encl
Appendix A

DISTRIBUTION:
A+

APPENDIX A
Command Policy Memorandum DPW-02, JRTC and Fort Polk Energy Conservation Measures

1. Every Soldier, Army Family member, Department of the Army civilian, civilian contractor, guest, and other agency employees will follow methods and procedures identified by unit or organizational Facility Managers (FMs), Energy Awareness Officers (EAOs), and Environmental Compliance Officers (ECOs) to better control and minimize the consumption of all forms of energy including electrical, natural gas and mobility fuel.

2. In addition, the following energy conservation measures will be implemented:

a. Consider participation in a government or civilian sponsored carpool or vanpool.

b. Comply with the 15 low-cost or no-cost energy conservation measures as delineated by the Commander, IMCOM:

(1) Computers and Monitors: Computers and monitors should be turned off every day when not actively in use (AR 420-1, Army Facilities Management, 12 February 2008, Chapter 22).

(2) Government Vehicles: Stop idling government vehicles when unattended or waiting for more than 30 seconds. Installation Commanders will set this as a vehicle violation with a warning and then a consequence for second and follow-on violations.

(3) Interior Lights: Turn off interior lights in all unoccupied areas, even when one intends to return immediately. If funds are available, install occupancy sensors in hallways and common areas.

(4) Office Equipment: Scanners, copy machines, faxes, printers, and other such equipment will be programmed with sleep modes to activate automatically when not in use.

(5) Heating and Air Conditioning Equipment: Use setback temperatures on all heating, ventilation, and air conditioning equipment, including window air conditioners.

(6) Outdoor Lighting: Turn off all outside lights during the day. Guardhouses, access points, gas stations, maintenance areas, and storage areas are common locations where outside lighting is left on during daylight hours because of lack of attention, education, and consequences. Vending machines should be delamped whether they are inside or outside. Seek changes to the contracts with vending machine owners to avoid providing utilities to vendors without requirement to pay a utility charge.

(7) Doors and Windows: Doors and windows between conditioned spaces and non-conditioned spaces should not be rigged to stay open. Heating and cooling of vestibules (entry areas) should be eliminated, except to prevent freezing of pipes in those areas. Thermostats for heating of vestibules should be set at no higher than 45 degrees and, in most cases, can be set at 40 degrees where the weather stripping is properly installed for entry doors. Air conditioning of vestibules should be shut off.

(8) Motors: All motors and pumps that have automatic controls will be operated in the auto mode and not in the manual mode that causes them to run 24/7. Consider timing controls for pump motors during high-use or high-demand times.

(9) Light Bulbs: Remove all incandescent lights from the installation. Prohibit lamps and fixtures that have incandescent lights from offices, maintenance areas, boiler rooms, and closets. Require existing incandescent bulbs to be replaced with compact fluorescent, fluorescent, LED, or Energy Star-rated laminars. Remove all incandescent lights from supply inventories and prohibit the purchase of incandescent replacement bulbs by units on the installation.

(10) Personal Equipment: 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.

(11) Exit Lights: Replace all exit lighting with LED lighting fixtures.

(12) Gaps Around Doors and Windows: Install or replace all weatherstripping on every entryway where a gap or light is visible. Caulk all joints, window frames, door jambs, and any penetrations from the outside of the building.

(13) Wiring and Switching: Rewire all indoor lighting that is on 24/7, except LED exit fixtures required by code, to be on either switches or motion sensors. If there is a security or safety issue, motion sensor control meets the requirement.

(14) HVAC Filters: Replace the filters and check the tension on fan drive belts every 30 days during the heating season; routinely inspect and replace filters in accordance with FM guidance. Check and replace filters every 90 days at a minimum.

APPENDIX A
Command Policy Memorandum DPW-02, JRTC and Fort Polk Energy Conservation Measures

(15) Rewinding Motors: Replace all motors and pumps with high-efficiency Energy Star equipment every time a replacement is required. Prohibit rewinding or replacing with the same efficiency.