



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

MAY 16 2016

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SUBJECT: Command Policy Memorandum DPW-01 - Energy Conservation and Efficiency

1. References.

a. Army Regulation 420-1, Army Facilities Management, 24 August 2012.

b. Executive Order (EO) 13693: Planning for Federal Sustainability for the Next Decade, 19 March 2015.

2. Purpose. This memorandum sets an energy program objective to decrease future energy use per square foot in accordance with EO 13693. At the end of FY15 Fort Polk reduced its energy use per square foot by 11% from its FY03 baseline. While reduction efforts to date are commendable, Fort Polk must continue efforts to meet federal energy, greenhouse gas (GHG) reduction goals to include promotion of clean energy as directed by the President under EO 13693. Specific reduction goals and requirements are provided at appendix A. This memorandum outlines Fort Polk policy and establishes responsibility for the implementation of the command energy program. This policy guidance is part of an overall Army energy campaign to effectively use our energy resources and meet federal energy reduction mandates.

3. Applicability. This policy is applicable to all tenant units/agencies, brigades and battalions, garrison activities and agencies, and contractors assigned or attached to Fort Polk. I hold commanders/directors responsible for the effective implementation of this important program.

4. Policy. Efficient use of energy is and will remain a command priority. I expect commanders/directors to implement an effective energy program. Appendix A provides energy conservation measures that will assist in your energy conservation efforts.

5. The DPW and Installation Energy Manager have established a quarterly Energy and Water Steering Committee which serves as my energy council to promote excellence in the execution of the Joint Readiness Training Center and Fort Polk Energy

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Management Program mission by sharing best practices and implementing energy saving measures for the installation. The Chief of Staff, Garrison Commander, and command/leadership of major tenants will attend this quarterly briefing to review energy and water consumption activities, evaluate goals and objectives, and develop strategies for improvement.

6. The proponent for this memorandum is the Directorate of Public Works at (337) 531-4756.



GARY M. BRITO
Brigadier General, USA
Commanding

Encl
Appendix A

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Creating an energy stewardship culture will provide members (Military, Civilians, and Family) with the mindset and skills necessary to use energy more efficiently and effectively, thus contributing to increased performance in accomplishing Army missions. More important, a culture of energy stewardship enhances the Army's ability to project power and to operate in austere environments in response to unforeseen contingencies.

Many low cost/no cost energy and water reduction measures can contribute greatly to saving energy and reducing budgets. I expect the Fort Polk community to implement these energy conservation measures, as rapidly as possible.

Report all windows and doors with air leaks, leaks from steam, natural gas, water, or compressed air to the DPW Work Reception desk (337-531-1379). Running toilets, broken faucets, and similar minor problems cost hundreds of dollars a month, and often go unreported.

Energy Efficiency Policy Guidance:

1. Heating and Cooling.

a. Occupied buildings. During the cooling season, temperatures should be set to 74°F for occupied buildings, and maintained in the range 72-76°F. For facilities with min/max programmable thermostats, the minimum cooling set point will be set to 72°F. During the heating season the heat temperature in occupied buildings will be set at 70°F, and maintained in the range of 68-72°F, during working hours. For facilities with min/max programmable thermostats, the maximum heating set point will be set to 74°F.

b. Non-occupied buildings. During the cooling season, temperatures should be set to 80°F without the need to monitor relative humidity for mold and bacteria control. During the heating season, set back temperatures should be set to 55°F and maintained in the range of 50°F-60°F.

c. Maintenance shops, bays and hangars. During the heating season, maintenance shops, bays and hangars should be set at 60°F plus or minus 5 degrees when occupied, and 45°F plus or minus 5° when not occupied. Maintenance shops, bays, and hangars will not be heated if they are usually not occupied, and when freezing and condensation are not issues.

d. Childcare facilities, medical, and medical research facilities. 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.

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e. If automated heating and cooling controls are not installed, activate procedures for manual adjustment of all heating and cooling equipment at the end of the every work day and for any periods an area is unoccupied during work hours (such as locker rooms, lunch and break rooms).

f. Space heaters, foot warmers or any other ancillary heating devices are not authorized for use. Per Joint Readiness Training Center and Fort Polk Regulation 420-5, the operation of portable heating or cooling devices are prohibited where the intent is to circumvent the heating or cooling standards outlined above. Exceptions must have approval from both Fire Safety per AR 420-1 and DPW's Installation Energy Manager. Note, unless an office is less than 65°F and warehouses, hangers and motor pools are less than 55 °F and/or a doctor's written prescription is available, portable electric space heaters are prohibited. Supervisors of those seeking an exception should submit a written request to the Installation Energy Manager. If conditions warrant an exception, Fire Safety will provide approve specific space heater models to be used.

g. Periodically check weather stripping and caulking. If it is old and dried or peeling, submit a demand maintenance order (DMO) via the DPW Work Reception desk (337-531-1379) or address issues via the Self-Help Store. All joints, window frames, door jams and any areas of potential infiltration from the outside of the building, should be caulked.

h. Keep all doors, bay doors and windows closed while the heat is on and shut off heat vents in unoccupied rooms. Keep south facing blinds/drapes open during sunny but cold days to bring in solar heat.

i. Vestibules and Entry Areas. Doors and windows between conditioned spaces and non-conditioned spaces should not be propped open. Remove all door stops from exterior and vestibule doors to prevent them from being open portals during the heating and cooling season. Active management of doors and windows that control conditioned spaces is critical to reducing energy waste especially in administrative and maintenance areas with heating and/or air conditioning. Heating and cooling of vestibules 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°F and, in most cases, can be set at 40°F where the weather stripping is properly installed for entry doors. Air conditioning of vestibules should be shut off.

2. Computers, Office Equipment and Personal Equipment.

a. Buy energy efficient or Energy Star labeled appliances, windows and equipment. The purchase of equipment that does not meet Energy Star or Federal Energy Management Program (FEMP) designation is not authorized.

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b. Computer monitors should be set to hibernate when idle for ten minutes or more. Turn off all computer monitors at the end of every work day, on weekends and holidays.

c. Laptop and desktop computers will be programmed to sleep when idle for ten minutes or more. Set them to energy saving sleep mode to activate automatically when not in use during the work day. If the equipment is Energy Star rated as required by statute and regulation, then it has a sleep mode.

d. Scanners, copy machines, faxes, printers and other such equipment must be programmed with sleep modes to activate automatically when idle for ten minutes or more. Such equipment must be turned off at the end of every work day, on weekends, and holidays. If possible, do not make photocopies or print documents, conduct all business electronically. Reduce the number of printers serving a work area; use only one designated printer and copier in a work area. All equipment is required to be Energy Star rated and have a sleep mode. Purchase of equipment that does not meet Energy Star or FEMP designation is not authorized.

e. The use of personal refrigerators is prohibited for individual work areas unless approved by the organization's commander/director. Energy Star rated refrigerators are authorized in communal break areas. Exceptions are allowed for general officers and commanders who have conference room meeting requirements that justify the single use. Eliminate and remove all extra refrigerators, microwaves, coffee pots and other appliances that service only one or two persons. Only the quantity of appliances needed for the number of personnel is permitted. All non-Energy Star appliances from the workplace will be removed. Unplug all office/home appliances when not in use for extended periods of time.

3. Lighting.

a. Within unoccupied buildings, all exterior and interior lights will be turned off, except when lights are essential for safety and security purposes outlined in AR 190-11.

b. Turn off all outside lights during the day. Guardhouses, access points, gas stations, recreational areas, maintenance areas and storage areas are common locations where outside lighting is left on during daylight hours. Minimize night security and parking lighting in unoccupied spaces such as motor pools, storage yards, etc. Turn off street, parking and other security lighting (at least every other light) after 0100, where possible, consistent with safety and security requirements.

c. All building exterior lights must be turned off during the day.

d. Turn off interior lights in all unoccupied areas, even when one intends to return immediately. Install occupancy sensors in hallways and common areas. Until occupancy sensors are installed, turn off light switches or circuit breakers. Turn off all

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unnecessary lights (interior and exterior) at home, office spaces, classrooms, and conference rooms when not in use, especially at the end of the work day and during weekends.

e. Maximize use of task and daylighting as much as possible and turn off all other lighting.

f. Incandescent bulbs are no longer authorized. This includes lamps and fixtures that have incandescent lights in areas such as offices, maintenance areas, boiler rooms, and closets. Building Energy Managers and Facility Managers will ensure all incandescent bulbs have been changed and use the Self-Help Store for approved replacements. Replacement alternatives include energy-efficient compact florescent, florescent, LED or Energy Star-rated luminars. All incandescent lights from supply inventories (self-help store) should be removed and the purchase of incandescent replacement bulbs by units on the installation is prohibited.

g. Holiday lighting should be modest while keeping energy conservation in mind. Lighted displays will be limited to use only between 1700-2300 hours. LED lights are recommended.

h. Decorative lighting is prohibited in facilities except as specifically authorized by the Director of DPW. Decorative lighting includes exterior floodlights, down lights, up lights, and other architectural lighting.

i. Security departments will report excessive night time lighting to DPW.

j. Security departments will ensure the minimum number of interior and exterior security lights are energized for safety and security in the areas patrolled by security. Inoperative lights will be reported. Not all exterior lights are intended to be operated routinely at night.

4. Other Energy Conservation Measures.

Subject to approved contract modifications, de-lamp vending machines whether they are inside or outside. Seek changes to the agreements with vending machine owners to avoid providing utilities without requirement to pay a utility charge. Older vending machines should be replaced with machines that are Energy Star where feasible.