



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON BADEN-WUERTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Württemberg, Command Policy Memorandum #13C, Energy Conservation

1. References:

- a. Energy Policy Act of 2005.
- b. Executive Order 13423 Strengthening Federal Environmental, Energy, and Transportation Management, 26 January 2007.
- c. AR 420-1, Army Facilities Management - Chapter 22 Army Energy and Water Management Program, 12 February 2008.
- d. DA Interim Policy Guidance, Army Energy Conservation, 27 December 2005.
- e. IMCOM-Europe Memorandum for USAG Commanders, Garrison Energy Management Programs, 23 September 2008.
- f. Executive Order 13514 Federal Leadership in Environmental, Energy, and Economic Performance, 8 October 2009.

2. Purpose: To emphasize energy conservation measures which can be controlled by garrison Soldiers, civilians, family members, and contractors without decreasing comfort, safety, health and quality of life standards.

3. Background: Department of the Army, IMCOM-Europe and USAG Baden-Württemberg guidance supports the Energy Policy Act of 2005. Executive Orders 13423 and 13514 emphasize customer responsibilities within the Energy Management Program and set goals to be reached by all DOD organizations. USAG Baden-Württemberg Environmental Management System (EMS) objectives include reduction of: energy consumption, water consumption, and greenhouse gas emissions.

4. Policy: The goals of this policy include: reduction of greenhouse gas emissions by 60% by 2015, relative to 1987 baseline energy use; reduction of energy consumption by 3% per year;

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utilization of renewable energy and sustainable building practices; and reduction in petroleum use by 2% per annum.

5. Responsibilities:

a. Installation Coordinator:

(1) Ensure Building Coordinators (BCs) are assigned for every building in their area of responsibility.

(2) Report the rank, name, phone number, and the building number of the BC to the Energy Manager.

(3) Distribute the enclosed checklist to BCs.

(4) Ensure that all building exterior lights are turned off during the day.

(5) Reduce water consumption in and outside of buildings.

(6) Procure and use Energy Star™ compliant equipment.

(7) Forbid idling of vehicles.

b. Commanders and Directors:

(1) Ensure that a BC has been assigned for all buildings the unit occupies.

(2) Ensure that all BCs in their command attend the Building Energy Monitoring training, receive energy checklists and perform assigned duties.

(3) Procure and use energy efficient equipment that meets the Energy Star™ requirements.

(4) Eliminate off-hour and exterior lighting, unless necessary for safety and security reasons (AR 190-11) and turn off lights in offices and common areas during off-duty hours.

(5) Monitor the authorization of refrigerators in work areas based on the number of personnel supported (1 cubic foot of refrigerator space per person).

(6) Monitor the authorization of AC units. Air conditioning units are only authorized if the workspace exceeds the dry bulb temperature of 26.7° C for 350 hours/year.

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(7) Monitor the administrative use of vehicles and other energy consuming equipment for unnecessary use. Engines will be turned off when parked unless maintenance operation requires the engine to be running.

(8) Ensure that general purpose office equipment, including computer monitors, are turned off at the end of the work day or when not in use. Servers, storage area network devices and other network infrastructure are not required to be powered off during periods of non-use.

(9) Ensure that contract clauses cover the guidelines of this energy policy. Contractors may also suggest energy conservation opportunities.

(10) Encourage, recognize, and reward worthwhile ideas on energy and water conservation.

c. Director of Public Works:

(1) Appoint a trained and knowledgeable Energy Manager who provides regular updates and implements effective solutions.

(2) Ensure that new construction incorporates sustainable design principles, at a minimum, to achieve the Silver Level of Leadership in Energy and Environmental Design (LEED).

(3) When replacing lighting, use only standard T-8 light or more energy efficient bulbs. When cost effective, daylight and motion sensors or timers will be used to automatically turn off lights.

(4) During the heating season, DPW will maintain temperatures in occupied general office space at 72° Fahrenheit (+/- 2 degrees) during working hours. Set heaters to decrease to 55° (+/- 5 degrees) during unoccupied hours.

(5) Ensure cooling devices are set to 74° Fahrenheit (+/- 2 degrees) during working hours. At night or other times when buildings are unoccupied, the temperature should be 85 ° Fahrenheit (+/- 5 degrees). Exceptions are granted if DOD standards require otherwise (i.e. medical reason, etc.).

(6) Maintain hot water supply temperatures as follows:

(a) Automatic dish washing in food service facilities, 140°F.

(b) Final rinse for dishes and utensils in all food service applications, 180°F.

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- (c) Child Care Centers IAW AR 608-10 for child occupied areas.
- (d) Commercial laundries, 180°F.
- (e) Administrative and other facilities, 110°F maximum.
- d. Director of Logistics:
  - (1) Consider petroleum conservation of 2% per year.
  - (2) Procure fuel efficient vehicles, including plug-in hybrid vehicles when available at a reasonable cost.
- e. Energy Manager:
  - (1) Train all BCs in Building Energy Monitoring.
  - (2) Provide all expertise and support to BCs and others assigned energy and water conservation responsibilities.
  - (3) Maintain and update all garrison plans and best management practice SOPs pertaining to energy and water conservation.
  - (4) Visit facilities and conduct quality assurance energy and water conservation inspections as necessary.
  - (5) Develop and initiate projects using Energy Savings Performance Contracts (ESPCs) or Energy Conservation Investment Program (ECIP) funding, concentrating on renewable energy.
  - (6) Monitor consumption of energy and water.
  - (7) Conduct public outreach activities to raise awareness of energy and water conservation throughout the community.
  - (8) Enter energy data into the Army Energy and Water Reporting System (AEWRS) every month. Conduct quality controls on this data.
  - (9) Act as the proponent for energy awards for the community.
  - (10) Prepare a checklist for drivers that lists possible energy conservation measures while using vehicles.

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(11) Review all new construction and repair projects for compliance with energy requirements.

(12) Attend professional development training including training leading to Certified Energy Manager (CEM).

6. The proponent for this policy is the Directorate of Public Works, DSN 387-3100, FAX 387-3109.

Encl  
Energy Conservation Checklist

  
BRYAN D. DECOSTER  
COL, MI  
Commanding

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## ENERGY CONSERVATION CHECKLIST

Item		Yes	No	NA
<b>General Energy Conservation Procedures</b>				
1	Is there a Building Energy Monitor (BEM) for this building/area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	If there is not a BEM, does the Environmental Officer review the items below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Has an energy conservation checklist been prepared /posted for each location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lighting</b>				
4	Are lights turned off in unoccupied areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are lights turned off when sufficient, natural daylight is available (from windows/skylights)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Do low use areas, like restrooms, have motion detectors or timers linked to lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do outdoor lights turn-off during the daylight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are energy-saving bulbs, like fluorescent, used in all rooms/areas/buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all lights turned off at the end of the work day (when security allows)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Equipment</b>				
10	Are monitors turned off when not in use (in a meeting/out to lunch)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are devices such as printers and paper shredders plugged into power strips that are switched off at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are offices and work areas checked at the end of the day to ensure all equipment is turned off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heating &amp; Cooling</b>				
13	Is heating/cooling turned off in unoccupied rooms/areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are personal electric heaters present and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are thermostats and radiator controls turned down at the end of workdays and off on the weekends during the winter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Are air conditioners (where allowed) turned off at the end of work day and on the weekends during the summer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are windows and doors closed when heaters/air conditioners are in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>				
18	Are energy conservation initiatives encouraged and rewarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are leaky faucets and running toilets corrected when reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are aerators installed in faucets and aerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Are appliances and computers Energy Star or European Equivalent - A Label rated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>