



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 HAMILTON ROAD, SUITE 120  
FORT SILL, OKLAHOMA 73503

IMSI-PW

13 February 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Energy Efficiency Policy for FY12

1. PURPOSE. This memorandum sets an energy program objective to decrease FY12 energy use per square foot by 3% as compared to FY10 usage levels. At the end of FY10 Fort Sill had reduced its energy use per square foot by over 16.79% from its FY03 baseline. While reduction efforts to date are commendable, Fort Sill must continue efforts to meet Federal energy reduction goals of 30% reduction by FY15. This memorandum outlines my policy and establishes responsibility for the implementation of the Command energy program. Effective implementation of this program will eliminate energy waste, conserve utility dollars and help Fort Sill meet its sustainability goals.

2. APPLICABILITY. This memorandum is applicable to all tenant units/agencies, Brigades and Battalions, Garrison activities and agencies, and contractors assigned or attached to Fort Sill. I hold Commanders/Directors responsible for the effective implementation of this important program.

3. POLICY. Efficient use of energy is and will remain a Command priority. I expect commanders/Directors to implement an effective energy program IAW AR 420-1, Chapter 22. This policy letter outlines practices I expect you to implement to help achieve energy reduction goals.

a. Commanders/Directors will ensure that effective Building Energy Monitor (BEM) duties are established, assigned, documented and that area inspections are conducted in order to eliminate waste during both duty and non-duty hours. The Directorate of Public Works (DPW) will continue to assist units through energy use reduction projects and education initiatives. The Energy Steering Committee (ESC) serves as my energy council and will provide progress reports to the Command as needed.

b. During heating season, keep heat temperature in occupied buildings 72 degrees Fahrenheit plus or minus 2 degrees during working hours and 55 degrees plus or minus 5 degrees for non-occupied buildings and during non-working hours. Maintenance shops, bays and hangars should be set at 60 degrees plus or minus 5 degrees when occupied and 45 degrees plus or minus 5 degrees when not occupied. Maintenance shops, bays, and hangars will not be heated if they are usually not occupied and freezing and condensation are not issues. Buildings will be monitored during cold periods to prevent freeze damage. Freeze damage will be immediately reported to the DPW for corrective actions.

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c. Per Army Regulations, space heaters are not authorized for use, unless approved by the DPW Energy Manager with supervisor approval. Space heaters are energy hogs and can be dangerous if not used properly. An approved space heater must be UL or FM approved, contain a tip over switch, and not be set on combustible materials. If the facility heating system is not adequate, contact the DPW Service Order Desk (442-3251) for repairs/modifications.

d. During air conditioning season, keep temperatures in the range of 74 degrees plus or minus 2 degrees for occupied buildings and 85 degrees plus or minus 5 degrees for unoccupied buildings. Air conditioning units that have thermostatic controls must be operated to comply with the authorized cooling temperatures. The DPW will maintain appropriate cooling temperatures for those systems controlled by the Energy Management Control System (EMCS). Air conditioners must be turned off at close of business each day unless the facility is occupied or has sensitive equipment needing the cooling (i.e. mainframes, servers). An approved Work Order is required before installation of any window air conditioners.

e. The use of personal refrigerators is not authorized for individual work areas unless supervisor approved. Refrigerators are authorized in communal break areas for use with sizing based on number of personnel supported. Use one cubic foot per person as an average to determine size and quantity of refrigerators that are appropriate. Exceptions are allowed for general officers and commanders who have conference room meeting requirements that justify the single use (reference: AR 420-1, Chapter 22-12). Disposal of refrigerators shall be in accordance with the appropriate rules and regulations.

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

g. Incandescent bulbs are no longer authorized. Install compact fluorescents in incandescent fixtures where feasible. The transition date to completely convert is by 1 October 2012.

h. Set computers to hibernate when idle for ten minutes or more. Scanners, copy machines, faxes, printers and other such equipment should be programmed with sleep modes to activate automatically when not in use. All laptop and desktop computers will be powered off at the end of each day.

i. All lights in unoccupied rooms must be turned off.

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j. 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.

k. Buy energy efficient or Energy Star labeled appliances, windows and equipment.

l. Report windows and doors with air leaks immediately to DPW Service order desk (442-3251) so that repairs can be made.

m. Do not idle government vehicles when unattended or waiting for more than 30 seconds for reasons other than traffic lights and signs.

4. For information on the Building Energy Monitor program, Fort Sill energy policies and energy related regulations please visit <https://sillc2doi462002/index/dpw/dpwindex.html> or call POC Chris Brown 580-442-6129.



PAUL S. HOSSENLOPP  
COL, FA  
Garrison Commander

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All Units and Agencies