



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

23 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Utility Connection Procedure

1. **PURPOSE.** This memorandum sets a standard for metering of utilities used for all temporary utility connections. The objective of this standard is to allow Fort Sill to keep better track of its utility consumption. The ability to attribute consumption fluctuations to temporary events is necessary for Fort Sill to meet utility intensity and consumption goals. Fort Sill must strive to meet federally mandated energy and water reduction goals. Furthermore, keeping better track of the usage of utilities will help Fort Sill address concerns associated with usage and energy and water mandates.

2. **APPLICABILITY.** This memorandum is applicable to all new and current activities on Fort Sill that require temporary gas, electric, or water utility connections for the purposes of construction or associated activities on a construction site and all temporary utility connections for individual events.

3. **POLICY.** Efficient use of resources is and will remain a Command priority. This policy letter outlines practices to be implemented to help maintain energy and water consumption and intensity goals and helps Fort Sill keep track of utility consumption.

a. Any requests for exemption from this policy must be submitted to the DPW for review and approval.

b. On all existing and new construction projects, the contractor must submit an energy conservation plan to comply with this policy to the DPW prior to construction or activity.

(1) This plan must outline all expected activities that will consume water, electricity, and natural gas along with estimates of consumption.

(2) This plan must outline a plan of action to install any and all meters necessary pursuant to this policy. It must also include a detailed map with the locations of the meters.

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(3) This plan must describe efforts to comply with reporting standards as stated within this document and the DPW energy website listed below.

(4) This plan must demonstrate efforts to conserve electricity, natural gas, and water and compliance with any Installation policies and best management policies on conservation of electricity, natural gas, and water.

c. The contractor is responsible for installing their own meters for temporary utility hookups. All meters will comply with all local codes and regulations, and will include any additional equipment necessary (i.e. backflow preventers).

d. The contractor will sign and return to the Energy Manager a "Memorandum of Understanding for Sale of Utility Services" (DA2100-R) before utilities will be turned on.

e. If there is a change in the project at any point in the design or during construction that will or may change utility connection requirements, the contractor must submit a revised compliance plan to the DPW.

f. Meter readings are to be reported to the DPW on the 15<sup>th</sup> of each month or immediately upon disconnection of utilities. Meter readings are to be reported from the beginning of the construction to the completion of the construction. If, during this time, there is a period of inactivity, readings must still be reported. Reporting procedures are to be outlined in the contractor's compliance plan and approved by DPW.

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



PAUL S. HOSSENLOPP  
COL, FA  
Garrison Commander

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