

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

**NGOH CIRCULAR
AR 420-1 (Army)**

1 September 2013

ENERGY MANAGEMENT PROGRAM

1. **Purpose.** This circular sets policy, procedures, responsibilities and guidance for the Ohio Army National Guard (OHARNG) Energy Management Program (EMP).
2. **Scope.** This circular applies to all OHARNG activities, facilities and personnel and supersedes all previous OHARNG publications not otherwise referenced.
3. **References.**
 - a. Army Energy and Water Management Program, AR 420-1, Chapter 22-12, supersedes AR 11-27, Army Energy Program (3 Feb 1997).
 - b. Energy Policy Act of 2005 (8 Aug 2005).
 - c. DIMR-FS-EN Energy Conservation Policy #DIMR-11-001, (24 May 11).
 - d. Presidential Executive Order 13423 (24 Jan 07).
 - e. EO 13514 and EISA 2007 requirements.
 - f. Department of Defense Strategic Sustainability Performance Plan (2 Jun 10).
4. **Objectives.**
 - a. Ensure the availability and supply of energy to the OHARNG in accordance with mission, readiness, and quality of life priorities.
 - b. Participate in local, state and national efforts to conserve energy and water resources without degrading readiness, the environment, or quality of life.
 - c. Attain measurable energy and water conservation goals.
 - d. Participate in research and development efforts regarding new and improved energy technologies contributing to defense and energy conservation.

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e. Provide services and operate facilities in a manner that reduces consumption of energy, water, and other resources.

f. Promote the use of renewable energy sources in all of our facilities whenever and wherever possible and implement renewable energy generation projects on federal property where feasible.

g. Ensure all new facilities are designed by NGB Directive, ASRAE 189.1.

h. Reduce potable water consumption by 26% by FY 2020.

i. Promote energy efficiency by ensuring that beginning in or after 2020, all new facilities that enter the planning design process are designed to achieve zero-net energy by 2030.

5. **Policy.** The OHARNG EMP addresses the ongoing challenges associated with energy conservation. Energy conservation initiatives must be implemented across the force, and these initiatives must be effectively managed and measured to facilitate ongoing statistical analysis to insure we are progressing towards established goals. Declining budgets significantly impact our ability to finance increasing energy costs. A significant number of cost savings measures have been implemented in the past to help keep our organization fiscally solvent. Despite our total commitment to readiness and mission accomplishment, the entire team must continue to work tirelessly and remain dedicated to reducing energy consumption where practical. I am asking all leaders to be even more vigilant and proactively seeking opportunities to conserve energy. You will find our management strategies and our immediate energy action measures defined in the following pages. Every leader in the OHARNG must understand these strategies and work tirelessly to employ the energy conservation measures outlined in this circular. I am counting on every member and employee of the OHARNG to assist me in meeting the challenges associated with this conservation program.

a. **Energy Action Committee (EAC).** This committee will independently and interdependently review policies and operations toward the development, staffing, recommendation, and implementation of energy conservation policies and procedures for the OHARNG. The EAC will meet quarterly and report to the Subcommittee for Infrastructure Management (formerly IMQIB). Required EAC membership, by position, is listed in Appendix A. Appointment orders for the EAC will be maintained by the Energy Manager.

b. **Energy Management Program Responsibilities.** Direct responsibilities for each level of administration and management are outlined in Appendix B.

c. **Energy Consumption Monitoring and Reporting.** The Energy Manager employs an enhanced monitoring program that allows for the simplified collection and presentation of energy consumption data at all facilities. This information is currently available for individual and unit use. Tracking of monthly energy consumption is an excellent tool to gauge the success of the EMP. This data can be used to improve conservation performance if interpreted correctly.

d. **Energy Conservation Measures.** In accordance with AR 420-1, the following energy conservation measures are to be implemented at all OHARNG facilities immediately:

(1) Temperature controls regulating heating units (for all offices and similar areas where personnel work while seated or in a standing position involving little or no exercise) will be set to 72 degrees during working hours and not more than 55 degrees during nonworking hours.

(2) In facilities to include shops, hangers and other buildings or sections of buildings where employees work in a standing position and/or exercise moderately, heating units will be set no higher than 65 degrees during working hours and 50 degree during nonworking hours.

(3) Air conditioning controls will be set no lower than 74 degrees, except for automatic data processing (ADP) and other facilities requiring more stringent climate control in accordance with manufacturer's instructions.

(4) Adjust the temperature on hot water heaters to 110 degrees Fahrenheit (except food handling equipment).

(5) Personal heating/cooling devices are not authorized (i.e. space heaters).

(6) Turn computer monitors, printers and copiers off at the end of the day.

(7) Turn off lights in all areas when not in use.

(8) Extinguish all pilot lights when systems are off for extended periods.

(9) Consolidate all refrigerators per office directorate.

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(10) Reduce lighting in hallways and corridors.

NGOH-DIMR-FS

BY ORDER OF THE ADJUTANT GENERAL:

OFFICIAL:



JOHN C. HARRIS, JR.
Brigadier General
Asst Adj Gen for Army

APPENDIX A – Energy Action Committee

B – Energy Management Program Responsibilities

DISTRIBUTION:

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APPENDIX A

Energy Action Committee Members

Energy Action Committee (By Position):

NGOH-IMR-F	Chair
73 rd Trp Cmd (TAL-AO)	Member
16 th EN Bde (ENG-AO)	Member
37 th BCT (BCT-AO)	Member
174 th ADA Bde (ADA-AO)	Member
371 st SUS Bde (SUS-AO)	Member
STC-OH (JFZ-AO)	Member
Fort Ohio (TIC)	Member
NGOH-AVO-Z	Member
NGOH-IMO-Z	Member
NGOH-LOG-S	Member
NGOH-JA	Member
NGOH-IMR-EM	Member
NGOH-IMR-ENV	Member

APPENDIX B

Energy Management Program Responsibilities

In accordance with Army Regulation 420-1 ARNG Energy Program, Energy Management Program (EMP) responsibilities must be established in writing.

1. **Objectives.**

a. Ensure the availability and supply of energy to the Army National Guard in accordance with mission, readiness, and quality of life priorities.

b. Participate in local, state, and federal efforts to conserve energy and water resources without degrading readiness, the environment, or quality of life.

c. Attain measurable energy and water conservation goals.

d. Participate in research and development efforts regarding new and improved energy technologies contributing to defense and energy conservation.

e. Provide services and operate facilities in a manner that reduces consumption of energy, water and other resources.

f. Promote the use of renewable energy sources in all of our facilities whenever and wherever possible and implement renewable energy generation projects on federal property where feasible.

g. Ensure all new facilities are designed by NGB Directive, ASRAE 189.1.

h. Reduce potable water consumption by 26% by FY 2020.

i. Promote energy efficiency by ensuring that beginning in or after 2020, all new facilities that enter the planning design process are designed to achieve zero-net energy by 2030.

2. **Responsibilities.** The following individuals will lead efforts to encourage common-sense energy and water conservation practices in all aspects of professional and private conduct of all military and civilian members.

a. The Assistant Adjutant General (ATAG) will:

(1) Establish and maintain a staff capable of managing all command energy and water conservation matters.

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(2) Personally and actively promote, through an incentive awards program and command emphasis, energy and water conservation.

(3) Ensure, through the staff, that the OHARNG is meeting its energy and conservation related goals.

b. The Energy Action Committee (EAC) will:

(1) Recommend new policies and procedures.

(2) Recommend revisions to existing policies and procedures.

(3) Recommend programs to the ATAG for implementation.

c. Director of Installation and Management Resources (DIMR) will serve as TAG's principal advisor and special staff assistant on all energy and water conservation related matters.

d. Construction Facility and Management Officer (CFMO), the Deputy DIMR will:

(1) Appoint and assign an Energy Specialist to oversee energy opportunities for all phases of construction i.e., Sustainment, Restoration or Modernization (SRM) or Military Construction (MILCON).

(2) Use the incentive awards program, Army Regulation 672-20, to promote and recognize energy and water conservation. Managed by Energy Specialist.

(3) Meet the Goals of Executive Order (EO) 13423.

(4) Co-Chair in the Energy Advisory Committee (EAC).

e. Major Subordinate Command (MSC) Conservation Coordinators will:

(1) Organize and coordinate energy conservation within the MSC.

(2) Ensure subordinate units and detachments appoint a conservation monitor.

(3) Promote energy conservation through an active publicity program.

(4) Conduct random facility conservation checks throughout the MSC.

- (5) Inspect all assigned units conservation efforts.
- (6) Forward requests for energy audits to the EAC conditions.
- (7) Personally and actively promote command emphasis on energy and water conservation and energy and water awareness activities.
- (8) Appoint unit, area, and building energy monitors to implement and monitor energy and water programs.
- (9) Use the incentive awards program, Army Regulation 672-20, to promote and recognize energy and water conservation.

(10) Solicit conservation suggestions from unit members.

f. Facility Energy Conservation Monitor will:

- (1) Be appointed on special emphasis appointment orders.
- (2) Educate and enforce energy conservation initiatives.
- (3) Report/recommend through the AO to MSC projects or repairs needed to enhance energy conservation efforts.
- (4) Make on the spot corrections of actions resulting in conserving energy.
- (5) Survey annually all areas/buildings within his/her Area of Responsibility (AOR) for unnecessary use of energy.

g. Facility Manager/Energy Specialist will:

- (1) “Champion” the energy program and establish an EAC to work in concert with the Energy Conservation Monitors to reduce energy and water consumption.
- (2) Verify the accuracy and ensure the timeliness of Army Energy Water Reporting System (AEWRS) information on energy products utilized by the Army. This information is used to evaluate energy trends and to determine progress toward goals and targets. Information submitted to National Guard Bureau (NGB) on quarterly reporting schedule.
- (3) Develop an implementation plan for upcoming fiscal years and a narrative for the current year and report to NGB, Facilities Energy and Water Conservation Program Manager, NGB-ILI-FM.

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- (4) Record and monitor energy consumption and costs for all state and federal facilities using NGB Utility Management Program.
- (5) Establish an Energy Awareness Program to promote energy related technical and managerial training at all levels.
- (6) Develop a monthly (A) Distribution message identifying key conservation measures to implement and recognize best practices (i.e. best energy stewards) etc.