DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

OCT 26 2011

MEMORANDUM FOR ALL HURLBURT FIELD UNITS

FROM: 1 SOW/CC

SUBJECT: Facility Energy Management Policies

1. Energy conservation is a vital element of our national strategy to reduce dependence on non-renewable energy resources. We all have a role in conserving energy, and here is how you can help. Act on the small energy saving opportunities that we each can influence. Collectively, these small savings will add up to a large improvement in our energy conservation goals. To start, I am issuing the attached facility energy management policies applicable to all 1 SOW and tenant unit organizations on Hurlburt Field. These policies supplement higher headquarters policies providing common standards and clear expectations for how facility energy is to be used and managed on Hurlburt Field.

2. These policies may not cover every facility energy requirement scenario completely, so I ask commanders and equivalent leaders of all organizations to take a personal role in implementing these policies and making energy conservation a high priority. Your involvement should begin by assigning someone to be personally responsible for leading implementation actions. Upload the requested facility reports as described in the attached instructions before 1 January 2012. This information will be used by our base energy manager to track implementation progress and focus future initiatives for saving energy.

3. Everyone working on Hurlburt Field must embrace a cultural change where energy resources are deliberately managed to enable our varied missions. Your involvement and leadership are crucial for success. We must hold each other accountable for making energy a consideration in everything we do. Please disseminate this policy memo to everyone in your unit.

4. Our energy program POCs are Mr. Chris Hood, 884-1939, christopher.hood@hurlburt.af.mil, and Mr. Marc Barrett, 884-2886, william.barrett.ctr@hurlburt.af.mil, 1 SOCES/CEAO.

JAMES C. SLIFE, Colonel, USAF
Commander

3 Attachments:
1. Energy Policies
2. Implementation Checklist/Instructions
3. Facility Energy Mgt Checklist

ENERGY POLICIES FOR HURLBURT FIELD FACILITY OPERATIONS

Facility Energy Use:

- Turn off interior facility lights when space is unoccupied or when there is adequate natural light available to safely perform duty requirements
- Turn off manually controlled exterior facility lights that are not required for outdoor mission activities or security; report dysfunctional photocells to 1 SOCES customer service
- Keep doors and windows closed when the heating, ventilation and air conditioning (HVAC) system is operating; contact 1 SOCES customer service to report dysfunctional and poor performing HVAC systems
- Space heaters are prohibited unless authorized by the unit commander for health or safety reasons; report dysfunctional and poor performing heating systems to 1 SOCES customer service
- Minimize use of personal energy consuming devices such as fans, desk lamps, etc. and ensure they only draw power when needed
- Unplug battery chargers and transformers for electronic devices when they are not being actively used or use a "smart" power strip with an integrated timer to turn power off
- Inventory and report the distribution of common office equipment items. Share/network office equipment and eliminate stand alone and low use equipment. Allowable justifications for retaining low use equipment are:
    - Personnel would be required to leave their duty area to use the equipment
    - Mission effectiveness requires high volume use of a single equipment item by a small number of people
    - Sensitive, classified, or Privacy Act information would be uncontrolled
- Turn off computers and all peripherals at the end of each day; all computers not in use for extended periods of time (i.e. due to deployments) must be turned on every Monday to permit security updates
- Consider using "smart" power strips that have an integrated logic control circuit to control the power to multiple peripheral devices
    - When used for a computer work station, ensure the power strip is configured to allow remote power up of computers with Wake-On-LAN (WOL) technology for automated after-hours system updates
- The unit commander or equivalent must approve use of multiple computer monitors as a productivity enhancement or as essential for high density graphical displays such as computer aided design work or publication software
- Inventory and report the use of appliances and equipment in break rooms and snack bars. Refrigerators, microwaves, coffee pots and other kitchen appliances are prohibited in personal work spaces and must be centrally located in common break areas. Break area appliances must be upgraded to commercial grade, Energy Star rated (where applicable) appliances when due to be replaced or when economically justified. These policies apply to government, private organization and employee maintained appliances.

    - Microwaves must have an efficiency rating of at least 70 percent (cooking power:operating power) and are not to exceed 1300 watts of cooking power
    - Refrigerators must be Energy Star rated. When more refrigerator volume is required than a residential refrigerator can provide, a larger commercial grade refrigerator must be used in place of multiple residential sized refrigerators; mini-refrigerators (6 cubic feet or less) are prohibited
    - Coffee makers must be turned off when no longer actively in use to include those with a continuously heated water reservoir feature. New coffee pots must be capable of automatically shutting off the heating element after 3 hours.
- Inventory and report unit commander (or equivalent) approved televisions (TVs). TVs are permitted at the unit commander's discretion in duty areas that meet the following criteria:
    - High-volume public customer service waiting areas with wait times that typically exceed 5 minutes
    - 1 SOFSS morale, welfare, and recreation (MWR) activities
    - Work centers where mission effectiveness is directly dependent on access to media coverage of current events as determined by the unit commander or equivalent
    - Living facilities (i.e. family housing, dormitories, VQs,) and 24-hour operations
    - A common area designated by the unit commander or equivalent where a TV is used to broadcast general information to the entire unit and its visitors
- Only liquid crystal display (LCD) TVs will be permitted when justified; cathode ray tube (CRT) and plasma TVs must be replaced with more energy efficient LCD TVs when economically justified
- TVs must be unplugged, powered down manually, or turned off with an automatic timer to eliminate phantom loads when not in use

Facility Energy Management:

- HQ AFSOC mandated facility temperature settings will be used as a starting point for HVAC set points and will be adjusted as necessary by 1 SOCES HVAC technicians to achieve work space temperatures consistent with the intent of higher headquarters policy
- Facility HVAC systems connected to the Energy Management and Control System (EMCS) will be automatically controlled through global temperature set points. Facility Managers will report and update normal building operating hours to 1 SOCES so that temperature setbacks can be programmed for non-duty hours.
    - Facility Managers notify the 1 SOCES EMCS manager (884-7013) to override setback settings when mission requirements drive a temporary change to normal duty hours
    - Facility Managers must identify the room number for special purpose rooms with a dedicated HVAC system (i.e. computer rooms)
    - Facility Managers must notify 1 SOCES/CEAO (884-7924) of significant operational changes that increase or decrease the load on dedicated HVAC systems
- Facility HVAC systems that are not connected to the EMCS will be retrofitted with secure, programmable thermostats that are programmed with mandatory setback temperatures for

non-duty hours. Only Facility Managers and 1 SOCES HVAC technicians are permitted to change or temporarily over ride programmed settings.

  - Until programmable thermostats are installed, Facility Managers will manually set back thermostats at the end of the duty day; set back temperatures are 55° F during the heating season and 84° F during the cooling season
  - Set back temperatures may need to be adjusted to optimize energy savings; deviations from manual set back temperatures will be approved by the 1 SOCES Energy Manager

- Commanders will incorporate the daily energy inspection items listed on the Facility Users' Energy Management Checklist into their end-of-day building security inspections
- Facility Managers will read all available utility meters for their facilities on the last duty day of the month and report the readings to the 1 SOCES Energy Manager
  - 1 SOCES Energy Manager will develop and make available to commanders/Facility Managers a monthly energy intensity metric comparing all metered facilities
  - Facility Managers will report electric and natural gas consumption to commanders and building users at least monthly to provide awareness and to positively influence facility specific consumption trends
- Facility managers are required to complete the training course titled "Energy Conservation for Building Managers" located on the Air Force Civil Engineer Support Agency's CE Virtual Learning Center website accessed through the Advanced Distributed Learning Service (ADLS) Gateway
  - Register your CAC with the AFCESA Virtual Learning Center
  - Click on the Course List link and choose this course under Energy Program Training

QUICK REFERENCE ENERGY POLICY IMPLEMENTATION CHECKLIST

Facility Management Actions:

- ☐ Incorporate end-of-day energy checks in all duty sections
- ☐ Facility managers complete mandatory energy training through ADLS
- ☐ Inspect for and remove personal space heaters from facilities
- ☐ Identify and report building operating hours for programming HVAC setbacks
- ☐ Determine whether buildings have existing electric, natural gas and water meters
- ☐ Designate someone to read and report meter readings monthly
- ☐ Complete and upload to SharePoint the Facility Management Actions report for the above items for each building occupied

Facility Plug Load Management:

- ☐ Complete and upload the Computer/Electronic Equipment Inventory to report all electronics such as computers, battery chargers, etc.
- ☐ Complete and upload the Office Equipment Inventory to report all equipment such as copiers, fax machines, printers, etc.
- ☐ Complete and upload the Break Room Appliance Inventory to report all refrigerators, microwaves, coffee pots, vending machines, ice/drink dispensers, etc.
- ☐ Complete and upload the Television Inventory to report all TVs and their mission purpose

NOTES:

1. Prior to making physical changes to the work place that effect bargaining unit employees, units must first notify the Civilian Personnel Office at 884-4939 or 884-4809 to ensure all bargaining obligations have been satisfied

2. See implementation instructions for detailed steps and reporting requirements

IMPLEMENTATION INSTRUCTIONS FOR HURLBURT FIELD FACILITY ENERGY POLICIES

Implementation Actions

- Commanders identify personnel in each duty section responsible for conducting end-of-day facility checks using the Facility Users' Energy Management Checklist
- Primary and alternate facility managers complete mandatory energy training developed by the Air Force Civil Engineer Support Agency
- Inspect facilities for unauthorized space heaters and remove them; report completion status to the 1 SOCES Energy Manager
- Commanders identify facility operating hours to the 1 SOCES Energy Manager and EMCS operator to permit programming setback temperatures
- Facility managers identify to the 1 SOCES Energy Manager how many and where electric, natural gas and water meters are located at their facilities
- Commanders designate personnel responsible for reading meters and ensure they attend a meter reading class provided by the 1 SOCES Energy Manager within 60 days of the class being developed and offered
- Report end-of-month meter readings to the 1 SOCES Energy Manager within 2 calendar days of the meter reading using the standardized meter reading report
- Inventory all computer workstations, battery chargers, and other electronic devices with transformers; identify whether these devices will be individually de-energized or controlled with a "smart" power strip to eliminate phantom loads; submit inventory and plan to the 1 SOCES Energy Manager
- Inventory total number of office equipment items by type (printers, copiers, fax machines, etc); develop a plan to convert to Energy Star rated equipment, if necessary; submit inventory and plan to the 1 SOCES Energy Manager
- Inventory kitchen appliances by type (refrigerators, microwaves, coffee pots, etc); develop a plan to comply with energy efficiency standards; submit inventory and get well plan to 1 SOCES Energy Manager
- Inventory and report the number of TVs in all duty sections to the 1 SOCES Energy Manager and 1 SOCS cable TV program manager identifying justification for each TV. Remove TVs that do not meet the justification criteria and report completion to the 1 SOCES Energy Manager and 1 SOCS cable TV program manager
- **Prior to making physical changes to the work place that effect bargaining unit employees, units must first notify the Civilian Personnel Office at 884-4939 or 884-4809 to ensure all bargaining obligations have been satisfied**

Reporting Template Instructions

- Download reporting templates from the energy policy implementation document library within the AFSOC EESOH share point site: https://teams.afsoc.af.mil/sites/EESOH/HFE/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fEESOH%2fHFE%2fShared%20Documents%2fFacility%20Energy%20Policy%20Implementation&FolderCTID=&View=%7b0BF0595E%2d14B9%2d4DE6%2dA7CD%2dBD2BAE66A373%7d
- Fill out one set of five reporting templates for each building or portion of a building that the unit occupies
- The templates have predefined check boxes, text fields and drop down menus that must be filled out; right click on each gray field and select "properties". A dialogue window will open that will allow the check box to be marked, text fields to be filled in or drop down menu items to be selected.
- Save and upload the completed report to the unit sub folder established within the energy policy implementation document library at the link above; navigate down to your unit's specific subfolder and save the document with a unit & building number unique file name. For example: 1SOCES_90053_Ofc Equip Inv.docx
- The unit commander or equivalent must review each unit report and validate the content by typing his/her name in the CAC enabled digital signature block
- If uploading to the sharepoint site is not possible because of access limitations, e-mail the completed reporting forms to both Mr. Chris Hood, christopher.hood@hurlburt.af.mil and Mr. Marc Barrett, william.barrett.ctr@hurlburt.af.mil of the 1 SOCES energy management office.

FACILITY USERS' ENERGY MANAGEMENT CHECKLIST

Daily inspection items performed by all duty sections; incorporate into end-of-day security checklists:

- ☐ Turn off interior lights when not in use
- ☐ Turn off interior lights when day lighting provides adequate light levels
- ☐ Ensure exterior building lights are off during daylight hours
- ☐ Set office equipment to sleep mode after 5 minutes of inactivity
- ☐ Unplug office equipment, TVs, battery chargers, coffee pots, etc. when not in use to eliminate parasitic energy loads
- ☐ Turn off computer work stations at end of day (approved by 1 SOCS)
- ☐ During duty hours, set manual thermostats to achieve AFSOC standard work space temperatures (heating season: 69°F for admin/65°F for shops; cooling season: 76°F)
- ☐ During non-duty hours, set back manual thermostats to 55° F during heating season and 84° F during cooling season
- ☐ Keep windows and doors closed in HVAC conditioned work spaces
- ☐ Keep unconditioned areas closed off from HVAC conditioned work spaces
- ☐ Check for water leaks in bathrooms, break rooms and water fountains
- ☐ Ensure trash cans do not contain recyclable materials

Monthly inspection items performed by the Facility Manager:

- ☐ Adequacy of lighting levels in common and work place areas
  - Replace burned out light bulbs/tubes with Energy Star rated replacements
  - Clean dirty light fixtures/bulbs to improve light output
  - Identify over lit areas and faulty fixtures for de-lamping or light system modification
- ☐ Verify that bathroom lights are turned off when not in use; submit a work order to have motion detectors installed to control lights
- ☐ Ensure HVAC air vents and return air grills are not obstructed
- ☐ Inspect and clean/replace dirty HVAC air filters
- ☐ Inspect thermostats for damage; verify proper temperature setting
- ☐ Inspect exterior doors and windows to ensure they are adequately closed and sealed
  - Submit work orders to repair misaligned or damaged doors/windows and worn or ineffective weather-stripping and caulking
- ☐ Inspect break room areas to ensure appliances are properly maintained
  - Ensure refrigerators are clean and full to ensure optimum energy efficiency, door gaskets are sealing properly and freezers are regularly defrosted
  - Ensure electrical circuits are not overloaded (15 amp draw maximum per circuit)

Quarterly inspection items performed by the Facility Manager

- ☐ Worn or damaged pipe insulation
- ☐ Mold and mildew around HVAC air vents
- ☐ Overloaded electrical circuits in work spaces