



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

JUL 03 2013

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 and we all have a role in this strategy. Each of us must act on the energy saving opportunities that we can influence, no matter how large or small the savings. Collectively, these individual savings will add up to a large improvement in reaching our energy conservation goals. 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, and overseeing continued compliance.
3. Everyone working on Hurlburt Field must embrace a cultural change where our shared 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 POC is Mr. Marc Barrett. He can be reached at 884-2886 or via e-mail at william.barrett.ctr@hurlburt.af.mil.

A handwritten signature in black ink, reading "William P. West".

WILLIAM P. WEST, Colonel, USAF
Commander

2 Attachments:

1. Energy Policies for Hurlburt Field Facility Operations
2. Facility Users' Energy Management 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, and report dysfunctional photocells to 1 SOCES Customer Service at 884-6683/6684.
- Keep doors and windows closed when the heating, ventilation and air conditioning (HVAC) system is operating and 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, radios, 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.
- Minimize the number 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 building to use similar 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.
- Use “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.

- Minimize 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. Keep refrigerators full and clean to optimize energy efficiency. These policies apply to government, private organization, and any 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.
- TVs are only permitted at the unit commander's discretion in areas that meet these criteria:
 - High-volume public customer service waiting areas with wait times over 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 Energy Star rated plasma, liquid crystal display (LCD), light emitting diode (LED) TVs will be permitted when justified. Cathode ray tube (CRT), and non-Energy Star rated flat panel TVs must be replaced with Energy Star rated 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:

- HVAC temperature set points will be set at 78°F for cooling and 68°F for heating during hours of building occupancy. Setback temperature settings for unoccupied periods will be 84°F for cooling and 55°F for heating.

- Facility HVAC systems connected to the Energy Management and Control System (EMCS) will be automatically controlled by 1 SOCES. Facility Managers will report and update normal building operating hours to 1 SOCES (884-2886) so that temperature setbacks can be programmed for non-duty hours.
 - Facility Managers must 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 override programmed settings.
 - Until programmable thermostats are installed and programmed, Facility Managers will manually set back thermostats at the end of the duty day.
- Set back temperatures may need to be adjusted to optimize energy savings, or to prevent negative mission impacts. Deviations from mandated set back temperatures must be approved in writing by the Chair of the Energy Management Working Group.
- 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 are required to complete the training course titled "Energy Conservation for Building Managers" located on the AFCESA 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 Civil Engineer Energy Courses.
- All Hurlburt Field personnel are required to complete the training course titled "Air Force Energy Awareness" located on the AFCESA 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 Air Force Energy Courses.

SUMMARY OF 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.
- Facility managers complete mandatory energy training (AFCESA ADLS Gateway).
- All unit personnel complete Air Force Energy Awareness training (AFCESA ADLS Gateway).
- Inspect facilities for unauthorized space heaters and remove them.
- Commanders identify facility operating hours to the 1 SOCES Energy Manager and EMCS operator to permit programming setback temperatures.
- Inventory all computer workstations, battery chargers, and other electronic devices with transformers, and identify whether these devices will be individually de-energized, or controlled with a "smart" power strip to eliminate phantom loads.
- Inventory total number of office equipment items by type (i.e. 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 (i.e. refrigerators, microwaves, coffee pots, etc.), and develop a plan to comply with energy efficiency standards.
- Inventory TVs in all duty sections and document justification for each TV in a memo for record. Remove TVs that do not meet the justification criteria.

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.

FACILITY USERS' ENERGY MANAGEMENT CHECKLIST

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

- Turn off interior lights not in use, or when day lighting provides adequate light levels.
- Ensure exterior building lights are off during daylight hours.
- Set office equipment to sleep mode after 1 minute of inactivity.
- Unplug equipment, TVs, battery chargers, coffee pots, etc., that have a parasitic energy load when not in use.
- Turn off computer work stations at end of day and eliminate unnecessary dual monitors.
- Eliminate space heaters and personal electric devices not needed for life/health/safety.
- During duty hours, set manual thermostats to achieve mandated work space temperatures (heating season: 68°F for admin/65°F for shops; cooling season: 78°F).
- During non-duty hours, set back manual thermostats daily 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.

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 and 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.
- Consolidate appliances to minimum number of common break areas in building.
 - Get rid of mini-refrigerators (6 CF or less volume).
- 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; report problems to 1 SOCES:

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