



DEPARTMENT OF THE ARMY

U. S. ARMY GARRISON FORT BUCHANAN
FORT BUCHANAN, PUERTO RICO 00934-5000

SOFB-DPW (200-1a)
2002

03 October

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 30 - Re-lamping and Energy Conservation Program (RECP)

1. It is the objective of this policy to substantially reduce energy consumption with the implementation of a mandatory Energy Saver Bulb Policy and an Energy Conservation Program for the entire installation. All installation and tenant activities, including government housing occupants, Guest House facilities and administrative offices, are required to actively participate in the installation's mandatory RECP.
2. The Federal Government, as the Nation's largest energy consumer, shall significantly improve its energy management in order to save taxpayer dollars and reduce emissions that contribute to air pollution and global climate changes. With more than 500,000 buildings, the Federal Government can lead the Nation in energy efficient building design, construction and operation. As a major consumer that spends \$200 billion annually on products and services, the Federal Government can promote energy efficiency, water conservation, and the use of renewable energy products and help foster markets for emerging technologies. Measures towards reaching energy saving goals at Fort Buchanan are beginning to take place. The energy RECP offers the entire community the opportunity to contribute in substantially reducing energy consumption to assure the availability of natural resources for the generations to come.
3. The implementation of the RECP is a responsibility that extends through each supervisory level down to each individual in our community. Housing residents, military, and civilian supervisors shall ensure that energy reduction procedures are implemented by creating energy awareness.
4. The Directorate of Public Works (DPW), in close coordination with the Puerto Rico Energy Affairs Administration (PREAA) and the U.S. Department of Energy, will manage the RECP to ensure the achievement of DoD Executive Order 13123, National Energy Conservation Policy Act ("NECPA"), and the Energy Policy Act of 1992 ("EPACT"). The DPW has appointed an Energy Program Manager (EPM) for this program. The EPM may be reached at telephone number 707-3573 and 707-3508.

SOFB-DPW

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5. The use and implementation of energy efficient products shall take place at all post facilities, as applicable, especially in housing residences and guesthouse facilities. Gradual replacement of conventional incandescent light bulbs (where applicable) with new energy saver compact fluorescent light bulbs shall take place as part of the community's efforts towards energy saving.

6. The DPW self-help counter will provide compact fluorescent energy saving bulbs, to housing tenants and authorized self help representatives only. Tenants shall bring incandescent bulbs for reference when making an exchange. Bulb exchanges for large areas can be coordinated with DPW for delivery to a facility.

7. The following list specifies which measures shall apply as a RECP requirement:

a. Housing Facilities:

- Turn off air conditioning units during leave or vacation periods.
- Keep light fixtures clean to obtain better illumination.
- Turn off the lights in rooms not being used.
- Ensure glass windows and skylights are clean and clear of debris.
- Unplug any appliances such as desk lamps, coffee makers, microwave ovens, space heaters, fans, etc, when away from home; especially during holidays or long absences.
- Set water heater temperature to 110°F. You may coordinate a Service Order with DPW to do this.

b. Administrative Facilities:

- Mark lighting switches to remind occupants to turn off the lights when the facility is unoccupied. Especially in storage rooms, meeting rooms, and unoccupied areas.
- Turn off all office equipment when not in use and after duty hours.
- Use glare guards on personal computers.
- Set your air conditioning system for 76° to 78°F for comfort and energy efficiency.

SOFB-DPW

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8. This policy is directive in nature; therefore, all housing residents and personnel in a supervisory role must be aware of this policy and subsequently inform all subordinates.

9. This memorandum supercedes Policy Memorandum No. 30 – Re-lamping and Energy Conservation Program (RECP), dated 2 January 2001.

10. Point of contact for this matter is Mr. Jesus Gimenez, Energy Coordinator, telephone (787) 707-3573 or email: gimenezj@usarso.army.mil.

EDWARD C. SHORT
Colonel, SF
Commanding

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