



DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL
1425 PRINCE AVENUE
ATHENS, GEORGIA 30606-2205

IN REPLY REFER TO:

NSCSINST 4101.1F
010

JAN 23 1997

NAVSCSCOL INSTRUCTION 4101.1F

Subj: ENERGY CONSERVATION PLAN/ENERGY CONSERVATION
MONITORING

Ref: (a) OPNAVINST 4100.5D
(b) CNETINST 4100.3D
(c) Executive Order 12845 of 21 Apr 93

(R)

Encl: (1) Building Monitor List
(2) Sample Energy Conservation Monitor Memo

1. Purpose. To provide fundamental actions that will assist the Navy Supply Corps School (NSCS), tenant activities, and the Navy in ongoing efforts to conserve energy and achieving the energy conservation goals in accordance with references (a) through (c).

2. Cancellation. NSCSINST 4101.1E

(R)

3. Background. Numerous references provide an abundance of direction and guidance in energy related programs. In an era of escalating costs and reduced availability of energy sources, it has become essential for all levels of command to take positive, sincere actions to reduce demands on energy and subsequently reduce wastes of natural and monetary resources. References (a) and (b) have established a Navy-wide reduction (at Shore facilities) in the overall consumption of utilities. Every member of this activity is charged with the responsibility to help meet the conservation challenge through conscientious participation in established programs and submit a memorandum to the cognizant department head via the Public Works Officer (PWO) when an instance of energy waste is observed.

4. Goals. The Navy-wide goals established by references (a) and (b) in the overall consumption of fuel oil, electricity, water, natural gas, and sewage are in reference to a FY85 baseline. In existing facilities, energy consumption should be reduced by 20 percent by the end of FY 2000 and 30 percent by the end of FY 2005.

(A)

5. Action. All personnel attached to NSCS and its tenant activities are personally responsible for ensuring that their own actions complement the energy conservation effort. Specifically, the duty section will conduct energy conservation monitoring as part of the normal routine and all hands will, when and where applicable, carry out the actions contained in this instruction and be alert for circumstances of energy loss or waste. Notify the PWO in a timely manner whenever energy waste is noted or suspected. While all personnel should strive to meet the goals outlined in paragraph 4, there should be no compromise of military readiness, sustainability, or safety.

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6. Responsibilities

- R) a. **Public Works Officer (PWO)**. The PWO is designated as NSCS's Energy Manager. The Energy Manager will conduct ~~Semi~~ **QUARTERLY** ~~Annual~~ Conservation meetings to formally discuss energy conservation practices, goals and problem areas with all Department Heads and Special Assistants during regularly schedule Department Head meetings with the Commanding Officer and Executive Officer. Department Heads will relay meeting agenda to all assigned personnel.
- A) (1) As a minimum, the Energy Manager will comply with the guidelines set forth in reference (b).
- (2) Cut-off utilities to unused facilities. Reduce supplies in accordance with low occupancy/low demand. Retain fire protection system and required utilities.
- (3) Use Preventative Maintenance system to frequently inspect for and promptly repair leaks in steam and condensate lines, leaking faucets, broken or defective insulation, inoperative or misadjusted thermostats.
- (4) Reduce water temperatures in personnel shower rooms to 105°. Cut-off hot water to areas of hand washing only.
- (5) Keep valves closed in bypass lines around traps, etc., to reduce heat loss.
- (6) Optimize the intake of outside air to attain a safe and healthy atmosphere and minimize energy demands for supplemental climate control.
- (7) Replace air filters and clean hot and cold air ducts at necessary intervals.
- (8) Replace steam and hot water valves during off season.
- (9) During heating season, set thermostats for 70°F., during working hours and maximum of 55°F., after working hours.
- ~~(10) In preparation for winter heating season, implement three boiler shifts per day on or about 30 November. Revert to two boiler shifts per day on or about 15 March. Modify these dates to allow for early or late seasonal changes, but avoid premature change of the schedule based on short term (two or three days) spurts of coming season "previews." Implement one boiler shift per day on summer weekends and holidays from 1 May through 30 September.~~
- ¹⁰ (11) Reduce air conditioning levels by setting temperatures to highest comfortable level (a four-degree increase cuts energy use by 15 to 20 percent).

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(12) Reduce outside lighting to the lowest level consistent with safety and security requirements. On new installations or when repairs are necessary, install mercury or sodium lamps where appropriate.

12 (13) Water/sewage/miscellaneous

(a) Set flush valves and tanks to minimum level required for flushing.

(b) Reduce lawn and grounds watering.

(c) Reduce, to conservative levels, the frequency of washing government vehicles.

b. **Department Heads.** Department Heads will monitor departmental spaces on a continuing basis to ensure that energy usage is within the guidelines described in this instruction. Duties include the following:

(1) Ensure that thermostat settings are as prescribed for both heating and air conditioning. The lowest air conditioning setting shall be 76°F., the highest heat setting shall be 70°F.

(2) Ensure that lights, window air conditioning units, and other electrical equipment are not turned on in spaces that are not in use.

(3) Ensure that the occupants of assigned spaces are aware of the command's interest in energy conservation. Solicit the cooperation of all hands in support of the program.

(4) When instances of energy waste are a result of actions of individuals working in the assigned spaces, resolve the problem via the appropriate chain of command.

(5) When instances of energy waste are a result of equipment malfunction, structural problems, etc., initiate a trouble call to the PWO.

(6) Reduce the requirement for artificial supplements to the environment (heating/air conditioning) by appropriate use of doors, window and venetian blinds. Closing blinds (in summer) to direct morning sun, while opening doors/windows adjacent to cool, shady areas can cool a house dramatically. After several hours, close doors and windows and adjust shades to minimize transfer of heat from outside to inside. (A similar reverse process may be adapted to winter use). Fans often provide a sufficient breeze to cool even a large area. They also consume far less energy than an air conditioning system.

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(7) Meticulously avoid use of heat or air conditioning while doors or windows are open. During high traffic periods when doors must be opened frequently, turn off space air conditioning equipment.

c. **Building Monitors.** Building monitors, as assigned by enclosure (1), will ensure heating/air conditioning and electricity consumption are kept at minimum levels.

d. **Individual Personnel.** Each member of the command will reduce demand for comfort-creating utilities.

(1) Wear clothing appropriate to the season: Light and airy in spring/summer; layered clothing in winter to allow incremental control of your personal comfort. In the heating season, thermostats should be set to provide an ambient temperature of 70°F. In cooling season, thermostats should be set to cool no lower than 76°F. (Recall: a 4° increase in summer thermostat settings cuts energy use by 15 to 20 percent. In winter, a 4° decrease in settings yields similar benefits).

(2) Take Navy shipboard-type showers. "Hollywood showers" are extremely wasteful.

(3) Avoid running water continuously when washing hands, shaving, washing cars, etc.

(4) Scrupulously observe limits (maximum highway speed - 65 miles per hour) when operating a government vehicle.

(5) Consolidate trips with others to closely located destinations. Walk or ride a bicycle where feasible.

(6) Use scheduled commercial transportation in lieu of government transportation where fuel savings will result.

(7) Keep tires of government vehicles properly inflated (can add as much as one mile per gallon).

(8) Use the lowest octane gasoline suitable for a particular vehicle when refueling government vehicles.

(9) Allow no more than one minute of idle for warm-up and before vehicle shut down if using government vehicles.

(10) Individual electric space-heaters are not permitted in work spaces. Exceptions will be only as approved by the Commanding Officer.

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7. Review. The PWO will be responsible for the annual review of this instruction.


J. W. DRERUP

Distribution: (NSCSINST 5216.2A)

List I (all cases)

List II (cases F, L & O)

List IV (cases A, B, C, G & J)

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BUILDING MONITOR LIST

<u>Facility</u>	<u>Monitors</u>	
Russell Hall	30, 30A, 033	
George Hall	30, 30A, 033	
Miller Hall	30, 30A	
Pound Hall Recreation Areas	07, 071	
Pound Hall Chapel Spaces	05	
Wright and Brown Halls CBQ	07, 074	
Wright Hall Galley	07, 074	
Museum	09	
Winnie Davis Hall	03, 031	
Rhodes Hall (PSAD)	OIC PSAD	
Rhodes Hall	032	
Scott Hall (Upper level)	07, 072	(R
Scott Hall (Lower level)	ALTIS	(A
Medical Clinic	Director, Med, LCDP Med	
Dental Clinic	OIC Den, LPO Den	
Housing	0103, 0103A	
Child Development Center	07, 076	
NEX	OIC NEX, OPS Manager, Sales Supervisor	
DeCA	DeCA Officer	

ENERGY CONSERVATION MONITOR MEMO

(Date)

MEMORANDUM

From:

To:

Via: Energy Resources Manager (Code 010)

1. The following instance of energy waste was observed at _____
_____ hours on _____ (date):

Signature

SAMPLE