

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

TABLE OF CONTENTS

1. General
  - .1 Purpose
  - .2 Scope
  - .3 Objectives
  - .4 Authority
  
2. Functions and Responsibilities
  - .1 Central Office
  - .2 Facilities Engineering Staff (FES)
  - .3 Facilities Management Branch, FES
  - .4 Area Energy Conservation/Management Coordinator
  - .5 Agency Energy Conservation/Management Coordinator
  
3. Policy
  - .1 Compliance with Regulations, Policies and Directives
  - .2 New Construction
  - .3 Existing Facilities
  - .4 Vehicle Aquisition, Operation, Maintenance, and Utilization

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

1. GENERAL

1.1 Purpose. Establish uniform policies, standards, overall criteria, and guidelines for planning, designing, constructing, managing, operating and utilizing Bureau facilities to effect energy conservation in an efficient and practical manner consistent with National and Departmental policy and guidelines.

1.2 Scope. The information contained herein applies to all facilities and vehicles owned or operated by the Bureau.

1.3 Objectives. The objectives of the Bureau's energy conservation/management program are:

- A. Conserve the nation's depletable energy resources.
- B. Seek and utilize cost effective alternative energy sources.
- C. Meet or exceed the goals of National and Departmental energy conservation programs.
- D. Maintain, operate, and utilize Bureau facilities and vehicles for optimum energy use without impeding programs.

1.4 Authorities. The authorities governing the Bureau's energy conservation/management program are contained in:

- A. National Energy Conservation Policy Act, Public Law 95-619, November 9, 1978;
- B. Executive Order 12003, relating to Energy Policy and Conservation, July 20, 1977;
- C. Departmental Order No. 3007, Energy Conservation/Management Program, August 19, 1977;
- D. Departmental Manual Release 752, Energy Conservation/Management Program, and
- E. Miscellaneous manuals and directives from appropriate authorities governing Departmental and Bureau energy policy.

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

2. FUNCTIONS AND RESPONSIBILITIES

2.1 Central Office. The Commissioner of Indian Affairs, Central Office, Washington, D.C., is responsible for the Bureau's overall energy conservation/management program. This responsibility function has been assigned to the Facilities Engineering Staff (FES), Albuquerque, New Mexico.

2.2 Facilities Engineering Staff (FES). The Chief, FES, provides overall guidance for the Bureau's energy conservation/management program.

2.3 Facilities Management Services Branch, FES. The Bureau's Energy Conservation/ Management Coordinator, Facilities Management Services Branch, provides technical assistance and guidance to the Chief, FES, on matters concerning the Bureau's energy conservation/management program and is responsible for:

A. Formulating and recommending Bureau energy conservation/management policies;

B. Formulating short and long term Bureau energy conservation/management plans consistent with Departmental guidelines and National policy;

C. Producing Bureau-wide scheduled and special reports as required by the Department;

D. Furnishing staff support to the Central Office;

E. Coordinating the Bureau's energy conservation/management program and maintaining related files;

F. Providing Bureau liaison with the Department, other Federal agencies, and the private sector regarding energy conservation;

G. Conducting training and information seminars related to energy conservation methods and practices;

H. Providing technical assistance to Bureau offices and Indian tribes;

I. Processing Area alternative energy proposals for submittal to the Department.

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

2.4 Area Energy Conservation/Management Coordinator. The Area Energy Conservation/Management Coordinator provides technical assistance and guidance to respective Area Directors and Agency Superintendents within his area of jurisdiction and is responsible for:

- A. Formulating and recommending Area energy conservation/management policies;
- B. Formulating short and long term Area energy plans consistent with Bureau and Departmental guidelines and policy;
- C. Producing consolidated Area energy conservation/management scheduled and special reports in accordance with Bureau and Departmental guidelines and policy;
- D. Coordinating the Area's energy conservation/management program with Agencies, other Area functions, and the Bureau's Central Office;
- E. Maintaining required records and files.
- G. Providing Area liaison with the Central Office, other Federal agencies, Tribal units, and the private sector;
- H. Monitoring Agency activities and progress as related to the Bureau's energy conservation/management program, the Area energy plan and the Agencies' energy plan;
- I. Providing technical assistance to Agencies and Indian Tribes.

2.5 Agency Energy Conservation/Management Coordinator. The Agency Energy Conservation/Management Coordinator provides technical assistance and guidance to the Agency Superintendent and is responsible for:

- A. Formulating and recommending Agency energy conservation/management policies;
- B. Formulating short and long term Agency energy plans consistent with Area, Bureau, and Departmental guidelines and policy;
- C. Producing consolidated Agency energy conservation/management scheduled and special reports in accordance with Area, Bureau, and Departmental guidelines and policy;

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

D. Coordinating the Agency's energy conservation/management program with local facilities and functions, and the Area office.

E. Monitoring Agency activities and progress as related to energy conservation/management;

F. Maintaining required records and files;

G. Formulating facility, building, and motor vehicle energy conservation/management plans.

---

FACILITIES ENGINEERING  
Energy Conservation/Management

---

3. POLICY

3.1 Compliance with Regulations, Policies and Directives. The Bureau's energy conservation/management program will be conducted in accordance with National and Departmental energy regulations, policies, directives, and guidelines.

3.2 New Construction. Bureau new construction design shall be directed toward minimizing energy consumption and the utilization of alternative energy sources. At least two design alternatives will be considered, using life-cycle-cost analysis to determine cost effectiveness and feasibility. National and Departmental standards and targets will be applied as they become available.

3.3 Existing Facilities. Operation, maintenance, and utilization of existing facilities shall be directed toward optimization of energy use through the application of accepted energy conservation practices. Audits, surveys, retrofit programs, goals, and plans shall be conducted and implemented to coordinate with National and Departmental policy and schedules.

3.4 Vehicle Acquisition, Operation, Maintenance, and Utilization. Acquisition of vehicles shall be in accordance with Federal and Departmental regulations to meet mandated fleet mileage requirements and schedules. Vehicle operation, maintenance, and utilization shall be directed toward the optimization of energy use and directed fuel reduction goals.