



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)

JUL 18 2012

MEMORANDUM FOR DISTRIBUTION A, B & C

FROM: 45 SW/CC
1201 Edward H. White II St.
Patrick AFB Florida 32925

SUBJECT: 45th Space Wing (45 SW) Energy Conservation Guidance

1. Energy conservation is everyone's responsibility – especially during these financially constrained times. With this in mind, the 45 SW has developed energy conservation guidance to reduce energy costs without undue mission impact. Every member of the 45 SW community is called to join in the effort to save energy.
2. Each squadron and tenant organization will appoint an energy representative to work within their organization to implement base energy policies, be part of the Energy Initiatives and Technologies Subcommittee (as per attachment) and coordinate with the base energy manager. Energy representatives will be responsible for validating exemptions to base guidance and ensuring compliance with energy directives within their units. An appointment letter with the name and contact information of each appointed energy representative should be provided to the 45th Civil Engineer Squadron Asset Management Flight, 45 CES/CEA, NLT 30 days following the date of this letter.
3. All base personnel are directed to adhere to the following:
 - a. Turn off lights in offices, conference rooms, break rooms, bathrooms, etc., when areas are unoccupied, even for short periods of time. Create work orders to install lighting occupancy sensors on all areas that do not currently have them. Turn off overhead lighting when ambient light or task lighting can safely illuminate work areas.
 - b. Turn off all unused electronic equipment at the end of each workday. Examples are radios, fans, coffee makers and monitors. Network computers are excluded from this requirement in accordance with 45 SCS guidance that requires users to log off each evening but not to power off computers. Peripherals such as scanners and printers must have power saving functions enabled if possible or be powered off at the end of the duty day.

4. All facility managers are directed to coordinate the following:

a. For facilities not remotely monitored and controlled by the Energy Management Control System, program building thermostats with an air conditioning set point of no lower than 76 degrees during duty hours and no lower than 86 degrees during off-duty hours. During the heating season, thermostats shall be no higher than 68 degrees. Facility managers are responsible for ensuring compliance and should coordinate with the 45 CES Customer Service for assistance in programming thermostats.

b. Facility managers will also ensure compliance with an 11-hour cooling day. Blanket approvals for 24/7 heating or cooling will no longer be allowed. Each facility will be provided the new standard of 11 hours of cooling per day, with the default hours set at 0600 to 1700. Units that require different cooling times, or deviations due to mission requirements, will forward a request for exemption with group commander or equivalent level signature to the 45 CES/CEO for action.

5. Squadron commanders and equivalent are directed to implement the following:

a. Work as the approval authority for the use of space heaters, per 45 SWI 32-2001, *45th Space Wing Fire and Emergency Services Program*, within your organization. Space heaters should not be used to supplement climate control in facilities unless required for valid safety or health issues. Facility managers should contact 45 CES Customer Service to address unsatisfactory climate control issues before space heaters are considered for use. The Base Fire Department and 45 CES will provide a recommendation to the facility manager regarding safe use of space heaters. All non-approved space heaters shall be removed.

b. Complete squadron-level, or equivalent, audit of refrigerators and establish a plan to eliminate 25% by end of FY13. Provide progress updates to 45 CES/CEA showing initial number of refrigerators and current number of refrigerators as of the end of each quarter NLT 15 Oct 12, 15 Jan 13, 15 Apr 13, 15 Jul 13 and 15 Oct 13.

c. Reduce the number of personal coffee makers and microwaves in work areas. Any new refrigerators, coffee makers and microwaves require approval by the deputy or squadron commander, or equivalent.

d. Update procedures within your unit to turn off any unnecessary interior or exterior lighting that may be left on at night. All "lock-up" details should include procedures to turn off any lighting not necessary to meet safety/security requirements.

e. Ensure that all new government or personal equipment is energy efficient or, where applicable, energy star rated.

6. I am establishing the following 45 SW goals in addition to those required by the Air Force and Department of Defense:

a. Reduce energy consumption of the top five energy-intensive facilities at Patrick Air Force Base, Cape Canaveral Air Force Station, Antigua Air Station and Ascension Auxiliary Air Field in FY15 by 15% compared to FY11 consumption.

b. Each unit shall develop an end-of-day procedure for turning off monitors, printers and copiers by the end of FY12.

c. Develop a 45 SW Energy Management Plan by the end of FY12.

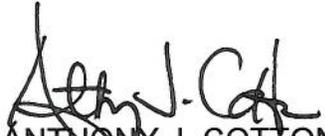
d. Where the technology and data are available, facility managers shall be provided a monthly summary of energy usage year to date for their facility compared to the same time last year. This information shall be forwarded to facility occupants and posted in a conspicuous location in the facility or in multiple locations for larger facilities.

e. Vehicle Control Officers shall be provided quarterly metric data for their unit outlining compliance with Air Force goals. Unit commanders shall ensure this information is disseminated as appropriate within the unit.

f. Conduct a quarterly contest for best energy saving ideas. Units shall forward ideas for consideration through their unit energy representatives to 45 CES/CEA. Winners will receive formal recognition at the Energy Management Steering Group.

7. This guidance is not intended to be all inclusive and will be continually refined as needed to reduce our demand for energy, water and fossil fuels. Please work within your unit to identify any additional steps that might be taken to help save energy.

8. For questions or concerns regarding the new energy conservation guidance, please contact our Base Energy Manager, Mr. Jack Olski, at 853-0925 or E-mail John.Olski@us.af.mil.


ANTHONY J. COTTON
Brigadier General, USAF

Attachment:
EMSG Charter Members

EMSG Voting Members
 45 SW/CC (Chair)
 45 SW/CV (Alt Chair)
 45 SW/CD
 45 SW/CCC
 45 LCG/CC
 45 OG/CC
 45 MSG/CC
 45 MDG/CC
 45 SW/PA
 45 MSG, Det 1
 45 CES/CC
 45 LRS/CC
 45 SCS/CC
 920 RQW
 AFTAC
 NOTU
 NRO/Cape

EMSG Non-Voting Members
 45 SW/CPTS
 45 CONS/CC
 AAFES
 DOS

Energy Management Steering Group (EMSG)

Energy Management Working Group (EMWG)
 45 MSG/CD (Chair)
 45 OG/CD
 45 LCG/CD
 45 MDG/CD
 45 SW/PA
 45 MSG, Det-1
 45 CES/CD
 45 LRS/CC

Tech Advisors
 45 SW/DS
 45 SW/JA
 45 SW/CPTS
 45 CES/CEP
 45 CES/CEZ
 45 CES/CEA
 45 LRS/LGL
 45 CES/CEAO (Recorder)
 Space Florida
 Space X
 ULA
 Others as Required

Energy Initiatives and Technologies Subcommittee
 45 MSG/CD (Chair)
 45 CES/CEA/P/Z/O
 Unit Energy Managers
 ERTS/LOSC/IOMS
 Mission Partners/Tenants

Mission Ops Subcommittee
 45 OG (Chair)
 45 LCG
 45 CES
 45 LRS
 Commercial Space
 Launch
 Others as needed

Strategic Communication Subcommittee
 45 SW/PA (Chair)
 45 CES
 45 LRS
 Others as needed

Fuel Subcommittee
 45 LRS/CC (Chair)
 45 CES
 45 LRS
 Others as needed