



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
977<sup>th</sup> MILITARY POLICE COMPANY  
223 CUSTER AVE  
FORT RILEY, KANSAS 66442-5700

AFZN-BEA

15 June 2010

MEMORANDUM FOR 977<sup>th</sup> Military Police Company

SUBJECT: Standard Operating Procedure: Energy Conservation

1. References.

- a. AR 420-1
- b. FR REG 11-1
- c. ESPC Policy Handbook (2008)
- d. DOD Directive 4170
- e. Energy Policy Act of 2005
- f. Executive Order (EO) 13123 (3 June 1999)

2. General. Energy Conservation has become a large issue in today's Army. It is the responsibility of every individual regardless of rank, title, or position to reduce their impact on energy use. Each soldier, civilian, and contractor must be conscious of their energy usage and search for ways to reduce it. Energy is defined as electrical, water, and fuel usage.

3. Scope. Applicable to all soldiers, civilians, and contractor personnel residing in, operating in, or using BLDG 223, Custer Ave, FT Riley Kansas.

4. Purpose. To establish policies and procedures for energy conservation as well as a system of checking and correcting their implementation.

5. Responsibilities.

a. Commander:

- (1) Appoint, on orders, a unit energy conservation officer and NCO.
- (2) Ensure there is an active energy conservation program.
- (3) Ensure that units are in compliance with all directives, Eos, information, and SOPs.
- (4) Review monthly energy report and make necessary corrections.
- (5) Take necessary actions for individuals/sections/rooms in violation of the above regulations and this SOP.

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b. Energy Conservation Officer/NCO:

- (1) Maintain/update Energy Conservation Binder.
- (2) Supervise the program IAW this SOP and the above references.
- (3) Conduct (or designate soldier (E-4 and up) monthly energy conservation inspections and take corrective action when/if needed.
- (4) Maintain a copy of energy inspections on file for one year.
- (5) Brief unit personnel on energy conservation SOP's.
- (6) Brief commander on inspection findings and ways to reduce energy usage.

c. Operations:

- (1) Maintain copy of inspection sheets on file.

d. Soldiers Living in Barracks:

- (1) Report any energy wastes i.e. leaking faucet, frozen A/C unit, inoperable light, etc. immediately to Energy Conservation Officer/NCO and Best Value Services, LLC @ (99)209-3990.
- (2) Monitor and reduce individual energy usage.

6. Policies.

a. Electrical Conservation:

- (1) All inside and outside lights not required for the current mission, safety, or security purposes will be turned off when building or offices are not in use.
- (2) After 1900 all lights inside the building will be shut off except for:
  - a. 1, 2, and 3 story (the living quarters) hallway lights.
  - b. Stairwell Lights.
- (3) The use of additional electrical equipment will be limited. Ex. One clock/room or office, 1 refrigerator/ office (1sq foot per soldier), etc.
- (4) The following wattage for light bulbs will be observed:
  - a. Barracks: Exposed – 40W, globe enclosed – 60W, safety lights and furnace rooms – 15-30W.
  - b. Office: Use only approved, low wattage, fluorescent lights. Desk lamps should not exceed 50W.
- (5) When an office/area is not to be occupied for longer than 72hrs all electrical equipment must be unplugged.

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(6) Turn off and unplug (when practical) all stoves, microwaves, ovens, range top cookers, coffee makers, and any other non-issue electrical appliances when not in use.

(7) Utilize natural lighting whenever possible.

(8) Only one fan per office/room is authorized.

b. Air Conditioners:

(1) Soldiers will not tamper with or adjust air conditioner units without Best Value Services, LLC's approval.

(2) All windows and doors will be kept closed when the air conditioner is on. If a door or window is broken Best Value Services, LLC will be contacted immediately @ (99)209-3990 IOT correct the problem.

(3) During the day all shades and blinds will be closed – this can reduce the heat gain by as much as 80%.

(4) Additional Air Conditioning units are not authorized ex. Bow window A/C units, Swamp Fans, etc.

(5) Personal A/C units or swamp fans are not authorized.

c. Heat:

(1) Soldiers will not tamper with or adjust heating units without Best Value Services LLC's approval.

(2) All windows and doors will remain closed as much as possible during the winter months.

(3) The use of space heaters, electrical heaters, electric blankets, or other energy consuming heating devices will not be used unless the user has written consent from the Energy Conservation Officer.

(4) If doors must be open they will be opened for the shortest amount of time possible. Only the minimum number of doors will be opened.

d. Water:

(1) Faucets and showers will be shut off when not in use.

(2) All faucets, toilets, and showers that are leaking will be reported immediately to Best Value Services LLC and the unit Energy Conservation Officer/NCO.

(3) Soldiers will limit the amount of water used to clean equipment, buildings, and cloths.

e. Fuel:

(1) Soldiers will limit idling of vehicle engines. When stationary for 10 or more minutes engines will be cut off.

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(2) Arctic heaters, "Pot Bellic" stoves, and any other fuel consuming heating unit will be used only when occupants are inside the building/tent they are being used to heat.

(3) Units will keep all military vehicles topped off.

(4) Road test mileage will be kept to a minimum or as prescribed necessary by the Motor Sergeant.

(5) Units will utilize the smallest vehicle for the mission (i.e. if something can fit in a HMMWV, do not use a 5-ton).

(6) Fuel will not be used for cleaning spills.

(7) Leaking fuel cans, tanks, or similar devices will be repaired or discarded immediately.

7. POC for this memorandum is the Energy Conservation Officer: 2LT (First Mi. Last) at  
222-1111

AUTHORITY LINE:

Commander's First Mi. Last Name  
Rank, Branch  
Commanding