

DEPARTMENT OF DEFENSE GUIDANCE FOR  
FY 2006 ANNUAL ENERGY MANAGEMENT REPORT  
AND  
FY 2007 ENERGY MANAGEMENT IMPLEMENTATION PLAN

**DoD Reporting Guidance**

The DoE and OMB reporting guidance are broad in scope and developed to meet the diverse needs of the various Federal agencies. DoE reporting guidance is available on the Internet at [www.eere.energy.gov/femp/about/reporting\\_guidance.cfm](http://www.eere.energy.gov/femp/about/reporting_guidance.cfm). The DoE FY 2006 reporting guidance for the narrative and data submission have some distinct differences from FY 2005 guidance and should be followed in Defense Components' input submission unless otherwise noted below to meet the unique requirements of DoD.

***Reporting Guidance on FY 2006 Annual Energy Management Report***

**General Guidance for the Annual Report's Narrative Section.** To facilitate streamlining in the submission process, the narrative input for the Annual Report to OSD may be submitted in bullet format where applicable, provided the input succinctly addresses the requirements to describe, discuss, or justify data elements as identified in the DoE guidance. The organization and sequencing of the input should be consistent with the below outline and DoE's guidance. Significant changes from trends developed from previous year data submissions should also be addressed in the narrative section of the Annual Report. Any requirements to provide percentages, change in percentages, or ratios should also include the accompanying denominator and numerator to facilitate compilation at the DoD level. Address any specific goals identified in your FY 2006 Implementation Plan. This will assist OSD to evaluate component's progress in implementing energy management strategies that were identified in the previous year's Implementation Plan.

**I. Management and Administration.**

**A. Energy Management Infrastructure.**

- 1. Senior Agency Official.** The Senior Agency Official input to be completed by OSD.
- 2. Agency Energy Team.** Agency Energy Team input to be completed by OSD.

**B. Management Tools.**

- 1. Awards (Employee Incentive Programs).** In addition to describing employee incentive programs in the DoE's guidance, the participation in local or regional awards programs (including programs such as FY 2006

Federal Energy and Water Management Awards) should also be addressed.

2. **Performance Evaluations.** See DoE's guidance.
3. **Training and Education.** The description of training activities should also include types of training (Energy 2006 workshop, WEEC 2006, seminar, formal school, videos, interactive computer, correspondence courses, etc), source of training, level of training (maintenance-level worker, supervisor, energy manager, etc), one-time or on-going, coverage (each installation or region), cost and benefits. Each DoD Component should strive to train each person designated as "appropriate personnel" per their score card submission.
4. **Showcase Facilities.** The description of showcase facilities (new or existing) should also include the location, type of building, and technology used. The DoD FY 2006 Implementation Plan located at [http://www.acq.osd.mil/ie/irm/Energy/energymgmt\\_report/fy05/FY%202006%20Implementation%20Plan.pdf](http://www.acq.osd.mil/ie/irm/Energy/energymgmt_report/fy05/FY%202006%20Implementation%20Plan.pdf) provides details on each Service components showcase program. A brief paragraph describing the highlights of each facility designated as a showcase facility for 2006 should be provided.

## II. **Energy Efficiency Performance.**

### A. **Energy Reduction Performance.**

1. **Goal Subject Buildings.** The previous categories of Standard Buildings and Industrial and Laboratory Facilities have been combined into one category for FY 2006. These categories can be reported separately using Tables 1-1(a) and 1-1(b) or can be reported as one category using section 1-1 alone.
2. **Excluded Facilities.** See DoE's guidance. Requests must clearly demonstrate why the facility should be excluded, including justification that explains why this facility impacts on the Component's ability to meet the energy consumption goals. FEMP provided exclusion criteria that included a reason of "National Security Function." For DoD standardization purposes, National Security Function is defined as those functions that are tied directly to a warfighting, training, or operations function. These will generally have high energy consumption, with minimal square footage and limited ability to reduce energy consumption. Examples might include, but are not limited to simulators, cold iron ships, facilities providing 24/7 logistics or maintenance support directly for enduring operations. Examples of facilities that should not be exempted are those that provide a role of support to training or operations and

contain opportunities for energy conservation, such as classrooms, billeting, and maintenance facilities.

3. **Non-Fleet Vehicle and Equipment Fuel Use.** See DoE's guidance. DESC will provide all input in this area except for LPG/Propane used in mobile platforms, however, each Component should provide the narrative input required to articulate consumption, trends, etc. DESC mobility fuels data will be based on issues of fuels to Service/Defense Agencies. Once fuel enters a mobile platform it will be assumed to be consumed. **Costs of fuel consumed will be based on actual price paid for fuel by DESC.** Fuel costs will not be based on DESC standard price. It is not necessary to provide AFV input in this section. AFV reporting is covered through a separate report.

## B. Renewable Energy.

1. **Self-Generated Renewable Energy.** DOE guidance was previously to ensure that the figure reported reflects annual energy generated from all renewable energy systems installed after 1990 and in place during FY 2006. In addition to the DoE guidance requirement to identify/estimate energy use from electricity self-generated from renewable sources, a list of projects awarded in FY 2006 should also be provided to include location, description of technology, and size in kilo-watt (kW). Identify the amount of the renewable energy reported in Table 1-6 of the Energy Management Data Report, including facilitated projects in which renewable energy generated on federal lands or from federal resources is used by non-federal entities.
2. **Purchased Renewable Energy.** See DoE's guidance. Identify the amount of the renewable energy by source reported in Table 1-5 of the Energy Management Data. Table 1-7 sums all renewable energy generated and purchased and indicates renewable energy as a percentage of total electricity use.

- C. **Petroleum.** In addition to the requirement in DoE's guidance for identification of the type of petroleum-based fuels used and the percent change from the base year; a description of activities undertaken to reduce consumption should also be provided. The percent changes should include the accompanying denominator and numerator. DESC will provide this data and make the calculation. DoD Components do not need to provide this information.

- D. **Water Conservation.** See DoE's guidance. The potable water usage baseline was established in FY 2000 as 173,261 Million Gallons per Year (MGY). Facilities that have no actual water consumption information should estimate water usage.

### **III. Implementation Strategies.**

Each Service should provide highlights (please limit to one paragraph for each item) on the following strategies their energy management programs employed during FY 2006. DoD Agencies should provide a one paragraph description only if relevant and not feel obligated to address all 11 items.

#### **A. Life Cycle Cost Analysis.**

**B. Facility Energy Audits.** If a percentage is submitted, then the accompanying denominator and numerator should be provided. Energy audits must incorporate a physical inspection of the facility and may include energy audits performed in conjunction with alternative-financed projects.

**C. Financing Mechanisms.** The narrative information should also include separate lists for any Energy-Savings Performance Contracts (ESPCs) and Utility Energy Services Contracts (UESCs) delivery/task orders issued in FY 2005 (include orders on regional Super-ESPCs) identifying the location and contracting agency. The Defense Component's management structure, use of other agency contracts, verification methods used, barriers to increased usage and recommendations, and other usage of savings from ESPCs should also be included

**D. Use of Energy Star ® and Other Energy-Efficient Products.** Energy Star ® products include a wide variety of office space equipment and home heating & cooling product as well as video products(TV, VCR, DVD players), commercial equipment, unitary (rooftop) air conditioners, exit signs, low-voltage distribution transformers, roof products, and telephony (cordless phones, answering machines) equipment.

**E. Energy Star ® Buildings.** DoD, DoE, and EPA completed a memorandum of understanding regarding ENERGY STAR® labels for all DoD buildings in June 1997. The MOU considers buildings as ENERGY STAR® buildings equivalents if they were included in comprehensive audits and all projects with a 10-year or better payback are implemented, to the maximum extent practicable, within agency resources and allows the installation to self-certify and develop a local label for non-metered buildings. Report number of self-certified ENERGY STAR® building equivalents.

**F. Sustainable Building Design.** In addition to reporting the incorporation of sustainable building design principles, a list of projects designed or built in FY 2006 using sustainable development and design principles (or equivalent) with location, type of facility, and description of principles used should also be included. If a percentage is to be submitted, then the accompanying denominator and numerator should be provided.

**G. Energy Efficiency in Lease Provisions.**

**H. Industrial Facility Efficiency Improvements.**

**I. Highly Efficient Systems.**

**J. Distributed Generation.**

**K. Electrical Load Reduction Measures.**

**IV. Data Tables and Inventories.**

**A. Assessment of FY 2003 Energy Data for EPACT'05 Baseline Foundation.**

A data sheet with your 2003 baseline was provided previously. Provide adjustments to this report concentrating on excluded facilities. Other changes to the baseline will include adding back in the renewable energy credit that was removed in reporting the 2003 consumption. Self generated energy that was not originally included should also be added in to the 2003 baseline. Include sufficient details to justify the changes. This section of the report can be submitted separately to assist DoE in finalizing the report.

**B. FY 2006 Annual Energy Management Data Report.** DoE's guidance should be followed. The guidance and the excel spreadsheet are available at [http://www.eere.energy.gov/femp/about/annual\\_report.cfm](http://www.eere.energy.gov/femp/about/annual_report.cfm). The spreadsheet includes formulas that will calculate site and source Btu, Btu/gross square foot, unit costs for each of the fuels, and national average carbon emissions. If both the annual consumption and annual cost for Tables 1-1, 1-2, and 1-3 are not known, the submission should clearly note any missing data. Additionally, the demand-side management (DSM) data as a general rule should be reported under Table 2-3 (UESCs) unless a demand reduction rebate check was received. If a demand reduction rebate check was received, then the rebate amount should be reported in Table 2-4 (Rebates).

**C. Energy Scorecard for FY 2006.** The OMB scorecard (revised by DoD) will be provided by e-mail to the Service and Component points of contact. The DoD revised version should be used in lieu of the original OMB scorecard to facilitate incorporation of component input at the DoD level. Please ensure that the numbers provided on the scorecard match those provided on the OMB A-11 and the FY 2006 Energy Management Data Report.

**D. Excluded Facilities Inventory.** See DoE's guidance.

**V. Implementation Plan for FY 2007.**

While the Defense Components have their own implementation plans, the DoE guidance requires that an Agency Energy Management Implementation Plan for FY 2007 be submitted in the prescribed outline. The DoE Implementation Plan outline follows the outline of the Annual Report and the intent is to compare the FY 2006 Annual Report against the FY 2006 Implementation Plan as a measure of goal achievement. Therefore, your Defense Components Implementation Plan should be modified and submitted in the DoE's guidance format for DoD Compilation and should address specific targets for next year.