

DEPARTMENT OF DEFENSE GUIDANCE FOR  
FY 2001 ANNUAL ENERGY MANAGEMENT REPORT  
AND  
FY 2002 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. It is available on the Internet at [www.eren.doe.gov/femp/aboutfemp.html](http://www.eren.doe.gov/femp/aboutfemp.html). The DoE FY 2001 reporting guidance for the narrative and data submission are comparatively the same as FY 2000 and should be followed in Defense Components' input submission unless otherwise noted below to meet the unique requirements of DoD.

***Reporting Guidance on FY 2001 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 2001 Implementation Plan. This will enable 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 2001 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 (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. The DoD target training goal from the FY 2001 Implementation Plan was 1,900 personnel.
4. **Showcase Facilities.** The description of showcase facilities (new or existing) should also include the location, type of building, and technology used. The DoD target goal from the FY 2001 Implementation Plan was at least one showcase facility per Service per year.

## II. Energy Efficiency Performance

### A. Energy Reduction Performance.

1. **Standard Buildings.** The percent change required in DoE's guidance should also include the accompanying denominator and numerator. Use the revised FY 1985 baseline as reported in the your FY 2000 Scorecard submission. The DoD revised FY 1985 baseline is 136,744 Btu/sqft.
2. **Industrial and Laboratory Facilities.** The unit of measurement for Industrial and Laboratory Facilities in DoE's guidance has been left up to each Federal agency. OSD has determined that British Thermal Unit per gross square foot (BTU/GSF) is the only reasonable metric. Although this metric is imperfect and may lead to inaccurate reporting for some facilities—particularly multi-shift industrial plants—when taken in the aggregate, BTU/GSF will provide a workable standard from which to measure progress. The complexities associated with reporting other metrics, such as unit of production or manpower, make them impractical. Therefore, BTU/GSF shall be used as the metric for this requirement. The percent change required in DoE' guidance should also include the accompanying denominator and numerator. Use the FY 1990 baseline as reported in the your FY 2000 Scorecard submission. The DoD FY 1990 baseline is 213,349 Btu/sqft.

The Industrial and Laboratory Facility Inventory to be submitted in Section IV D, requires a listing by building. The listings shall be broken out by individual facilities when identifiable, otherwise consider the entire base an industrial facility if 60 percent or more of the base-wide energy use is for industrial purposes.

3. **Exempt Facilities.** See DoE's guidance. The additional guidance criteria for exempting facilities from EO 13123 goals require DoE approval by a finding of impracticability for each facility. The listing to be provided in Section IV E will serve as the requests to DoE for exemptions. Requests must clearly demonstrate why the facility should be exempted, including justification that explains why this facility impacts on the Component's ability to meet the energy consumption goals. To condense the justification column for the listing in Section IV E, the narrative in this section should define and explain general categories of exemption facilities. Then, only the general categories need be applied to the justification portion of the list.
4. **Tactical Vehicle and Equipment Fuel Use.** See DoE's guidance.

## B. Renewable Energy.

1. **Self-generated renewable energy.** 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 2001 should also be provided to include location, description of technology, and size in kilo-watt (kW).
2. **Purchase of Renewable Energy.** See DoE's guidance. The "Guidance for Counting Renewable Energy Projects and Green Energy Purchases Toward Progress in Reaching Greenhouse Gas and Energy Reduction Goals; and Guidance for Estimating Greenhouse Gas Emissions Attributable to Facility Energy Use" includes a worksheet "Reporting Green Energy Purchases To Receive Credit Toward Executive Order Goals." Additionally, Agency compilation worksheets for source energy reductions and site energy increases are addressed in DoE's "Guidance For Providing Credit Toward Energy Efficiency Goals For Cost-Effective Projects Where Source Energy Use Declines But Site Energy Use Increases." These credit worksheets should be completed and forwarded to DESC and OSD with the Annual Report input submission.
3. **Million Solar Roofs (MSR).** In addition to the requirement in DoE's guidance for identification of the total number of qualifying solar projects entered into the MSR on-line registry, a list of the solar projects awarded in FY 2001 should also be provided, including the location and size in kW of each project.

- 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.
- D. **Water Conservation.** See DoE's guidance. The potable water usage baseline was established in FY 2000 as 207,371.4 Million Gallons per Year (MGY). Facilities that have no actual water consumption information should estimate water usage.

### III. Implementation Strategies.

- A. **Life Cycle Cost Analysis.** See DoE's guidance.
- B. **Facility Energy Audits.** See DoE's guidance. If a percentage is to be 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.** See DoE's guidance. The narrative information should include a list of any Energy-Savings Performance Contracts (ESPCs) and Utility Energy Services Contracts (UESCs) awarded and delivery/task orders issued on regional Super-ESPCs in FY 2001. 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. The DoD target goal from the FY 2001 Implementation Plan is 112 UESC and ESPC task orders/contracts to produce an estimated annual savings of 2.68 trillion Btu.
- D. **Energy Star ® and Other Energy-Efficient Products.** See DoE's guidance.
- E. **Energy Star ® Buildings.** See DoE's guidance. 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 2000 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.** See DoE's guidance.

**H. Industrial Facility Efficiency Improvements.** See DoE's guidance.

**I. Highly Efficient Systems.** See DoE's guidance.

**J. Off-Grid Generation.** See DoE's guidance.

**K. Water Conservation.** See DoE's guidance.

#### **IV. Data Tables and Inventories.**

**A. OMB Circular A-11, Exhibit 55.** OMB's guidance should be followed. The guidance and the excel spreadsheet are available at [www.eren.doe.gov/femp/aboutfemp/report\\_guid.html](http://www.eren.doe.gov/femp/aboutfemp/report_guid.html). 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).

**Energy Scorecard for FY 2001.** Guidance for the scorecard is being amended by OMB to include transportation-related energy data and to stress the priorities of the new Administration and is not available at this time. Once finalized, the guidance will be distributed along with a DoD revised scorecard. The DoD revised scorecard should be used in lieu of the OMB scorecard to facilitate incorporation of component input at the DoD level. The DoD scorecard will revise the reporting requirement of percentages in the comment section of facility space energy audits to include the accompanying denominator and numerator. Additionally, the Site Energy Efficiency Improvement Goals and Industrial/Energy Intensive Facilities Goals reporting ratios will also be revised by breaking out the accompanying denominators and numerators.

**B. Goals of Executive Order 13123 and NECPA/EPACT.** Submission is optional.

- C. **Industrial and Laboratory Facility Inventory.** See DoE's guidance.
- D. **Exempt Facilities Inventory.** See DoE's guidance. The categories, as defined in the narrative under Section II B 3, should be used as justification for exempt status.

***E.O. 13123 Implementation Plan for FY 2001***

While the Defense Components have their own implementation plans, the DoE guidance requires that an Agency Energy Management Implementation Plan for FY 2002 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 2002 Annual Report against the FY 2002 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.