

MEMORANDUM FOR [INSERT ORGANIZATIONS/OFFICE MAKING PROJECT/FUNDING DETERMINATIONS]

SUBJECT: Verification and Funding Request Memo for Energy Resilient Generation, Infrastructure, Equipment, or Fuel

This memorandum confirms this request complies with Department of Defense Instruction (DoDI) 4170.11, *Installation Energy Management*, and/or applicable DoD, Service, or Agency policies. We have defined our critical energy requirements across [insert base name] that align to our critical mission operations, in collaboration with tenants, mission owners, and operators of critical facilities. We have also conducted an engineering energy load analysis or have used metering data to help determine our critical energy requirements.

[Insert base name] will continuously monitor our critical energy requirements to make risk-informed and prioritized energy resilience budgetary or alternative finance decisions. These critical energy requirements will be updated and reviewed on an annual basis for compliance to energy resilience policies and requirements, and to make determinations on energy resilient generation, infrastructure, equipment, or fuel projects.

We have conducted a life-cycle cost analysis to determine the funding necessary to implement this project, in accordance with DoDI 4170.11. It is included at Attachment X. The life cycle cost analysis and this request is for the capital investment and the associated maintenance and testing required for the life of the system.

Commented [AC1]: It's important to think strategically and for the life cycle of the system.

[Insert project details and specifics on the request], as appropriate

Commented [AC2]: This will depend on the project type. For example, if it's a generator, the base could describe the size (kW or MW). The base should also provide details that the generator is appropriately sized and will receive OM&T, etc.

We respectfully request approval of the attached energy resilience project. Please contact [insert lead mission operator POC] at [insert email, phone] and [insert lead installation support POC] at [insert email, phone] if you have questions.

Commented [AC3]: These POCs should be the lead installation support and mission operator POCs impacted by the project.

Name of Signature Authority
Title of Signature Authority

Name of Signature Authority
Title of Signature Authority

Name of Signature Authority
Title of Signature Authority

Name of Signature Authority
Title of Signature Authority

Commented [AC4]: At minimum, there should be 2 signature authorities. These would include the senior leaders making the request for funding in each of the organizations impacted.

Attachments:
As stated

Commented [AC5]: This memo could include the project details, such as line drawings, system configurations, etc. Anything that would support and provide the appropriate details to make a funding determination. A plan for award, etc. should also be included to support the implementation path, whether an appropriated project or alternative finance project.