

## Department of the Interior Departmental Manual

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**Series:** Special Programs  
**Part 752:** Energy Management Program  
**Chapter 1:** Policy

**Originating Office:** Office of Acquisition and Property Management

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### 752 DM 1

**1.1 Purpose.** This chapter provides an overview of the policy, authorities, and responsibilities for the Department of the Interior's (Department) Energy Management Program. This chapter supersedes any previous Departmental directives, policies, and procedures pertaining to energy management.

**1.2 Scope.** The policy in this chapter applies to all bureaus and offices in the Department, all Department-owned assets that consume utilities (energy and/or water), leased and General Services Administration (GSA) provided space where the Department pays directly for the utilities, and full service leases and occupancy agreements where practicable. It also applies to new building design and construction and major renovations.

**1.3 Authorities.** The authorities governing the Department's Energy Management Program include:

- A. Energy Independence and Security Act of 2007 (EISA 2007), Public Law 110-140.
- B. Energy Policy Act of 2005 (EPAct 2005), Public Law 109-58.
- C. Energy Policy Act of 1992 (EPAct 1992), Public Law 102-486, as amended.
- D. Federal Energy Management Improvement Act of 1988, Public Law 100-615.
- E. National Energy Conservation Policy Act (NECPA) of 1978, Public Law 95-619, as amended.
- F. Energy Policy and Conservation Act of 1975, Public Law 94-163.
- G. The Safe Drinking Water Act of 1974, Public Law 93-523.
- H. 10 CFR 433, Energy Efficiency Standards for the Design and Construction of New Federal Commercial and Multi-Family High-Rise Residential Buildings.

- I. 10 CFR 434, Energy Code for New Federal Commercial and Multi-Family High Rise Residential Buildings.
- J. 10 CFR 435, Energy Efficiency, Sustainable Design, and Fossil Fuel Energy Reduction Standards for New Federal Low-Rise Residential Buildings.
- K. 10 CFR 436, Federal Energy Management and Planning Programs
- L. 41 CFR 102-74, Facility Management.
- M. 48 CFR 23, Federal Acquisition Regulation, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-free Workplace.
- N. 48 CFR 41, Acquisition of Utility Services.
- O. Executive Order 12003, Relating to Energy Policy and Conservation, July 20, 1977.
- P. Executive Order 13221, Energy Efficient Standby Power Devices, July 31, 2001.
- Q. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, January 26, 2007.
- R. Executive Order 13514, Leadership in Environmental, Energy, and Economic Performance, October 5, 2009.
- S. Instructions for Implementing Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, March 29, 2007.
- T. Guiding Principles for Federal Leadership in High Performance and Sustainable Building Guidance.
- U. Department of the Interior Strategic Sustainability Performance Plan, updated annually.
- V. Department of the Interior Sustainable Buildings Implementation Plan, as revised.
- W. Environmental Protection Agency Technical Guidance on Implementing the Stormwater Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act.
- X. Implementing Instructions: Federal Agency Implementation of Water Efficiency and Management Provisions of EO 13514, July 10, 2013.

**1.4 Policy.** Departmental policy for the major areas of energy management is as follows:

A. Bureaus and offices shall conserve energy, eliminate waste, and reduce energy costs, greenhouse gases, and environmental impacts by optimizing the use of energy efficient technologies and practices.

B. All appropriate Federal buildings shall be metered or submetered at the building level for electricity, natural gas, and steam. To the maximum extent practicable, bureaus and offices shall install advanced meters or advanced metering devices that provide data at least daily and that measure consumption at least hourly. It is cost effective and practical to install a building level meter where the estimated or actual annual utility bill is at least \$40,000.

C. Bureaus and offices must maximize renewable energy use when it is technically, environmentally, and economically feasible.

(1) All new buildings must incorporate on-site renewable energy technologies when technically and environmentally feasible, unless it is demonstrated that it is not life cycle cost effective. All new buildings and major renovations must incorporate on-site solar hot water heaters to meet at least 30 percent of the building's hot water demand, unless it is demonstrated that it is not life cycle cost effective compared to other reasonably available technologies.

D. Bureaus and offices must conserve water by optimizing the use of water efficient technologies and practices. Water meters shall be installed where cost effective.

E. Bureaus and offices shall comply with the requirements of Part 23 of the Federal Acquisition Regulation (FAR) when procuring products and services and Part 41 when acquiring utility services.

**1.5 Responsibilities.**

A. Assistant Secretary – Policy, Management and Budget (A/S – PMB) is the Department's Senior Sustainability Officer and the chair of the Department's Sustainability Council. The A/S – PMB is the senior policy-making official responsible for the Department's Energy Management Program.

B. Deputy Assistant Secretary - Budget, Finance, Performance, and Acquisition (DAS-BFPA) serves as the Department's Senior Real Property Officer and is responsible for managing the portfolio of real property assets, oversight, and establishing management improvements for energy management.

C. Director, Office of Acquisition and Property Management (PAM) is responsible for:

(1) Developing policy and plans, and providing direction, guidance, and oversight for the Department's Energy Management Program;

- (2) Issuing energy management directives and disseminating information and guidance to bureaus and offices regarding the Department's Energy Management Program;
- (3) Representing the Department on interagency task forces, committees, conferences, and working groups;
- (4) Co-chairing (with the Director, Office of Environmental Policy and Compliance) the Senior Sustainability Officers Advisory Group and the Sustainability Implementation Committee.
- (5) Leading the Departmental Energy Conservation Committee (DECC) to coordinate with bureau/office officials and staff;
- (6) Reporting Department-wide energy and water use and results of energy and water conservation accomplishments with respect to Federal energy and water conservation and management goals; and
- (7) Coordinating with Office of Management and Budget (OMB) and the Department of Energy (DOE) regarding the Sustainability/Energy Scorecard.

D. Chief Information Officer is responsible for:

- (1) Enabling power management and activating ENERGY STAR® and other energy efficient features on applicable electronic products;
- (2) Implementing best management practices for energy efficient management of servers and Department-owned and operated data centers.

E. Director, Office of Environmental Policy and Compliance (PEP) is responsible for:

- (1) Co-chairing (with the Director, PAM) the Senior Sustainability Officers Advisory Group; and the Sustainability Implementation Committee;
- (2) Overseeing the Department's recycling and pollution prevention programs, environmental management system, greenhouse gas emissions reduction, electronic stewardship, and sustainable building programs; and
- (3) Coordinating the implementation of departmental environmental programs with other Federal agencies.

F. Heads of Bureaus and Offices are responsible for:

- (1) Appointing a Senior Asset Management Officer;
- (2) Implementing an Energy Management Program to reduce energy and water consumption and costs, and comply with current laws, Executive Orders, and PAM Directives;

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- (3) Designating an Energy Manager to manage and coordinate the bureau/office Energy Management Program; and ensuring that regional and facility energy managers are designated to manage and implement energy and water conservation measures within facilities under their purview;
- (4) Incorporating energy efficiency, water conservation, and sustainable practices into the decisionmaking process during the planning, design, acquisition, renovations, operations, and maintenance of buildings, emphasizing the use of renewable energy sources;
- (5) Selecting ENERGY STAR®, FEMP-designated energy efficient products, and other energy-efficient products when acquiring energy consuming products;
- (6) Activating the ENERGY STAR® features of all energy consuming products to the greatest extent feasible;
- (7) Ensuring that all appropriate buildings under their operational control are individually metered or submetered for electricity, steam, water, and natural gas consumption where determined cost effective; and justifying and documenting all buildings determined to be exempt from metering;
- (8) Installing on-site renewable energy technologies when technically and environmentally feasible; and purchasing renewable energy or renewable energy certificates, when cost effective;
- (9) Operating and maintaining all buildings, including leases and occupancy agreements under their operational control, in an energy efficient and sustainable manner;
- (10) Ensuring that all new contracts for leased space are in buildings that have earned the ENERGY STAR® label, with the following exceptions: no ENERGY STAR® space is available to meet functional needs; the bureau/office proposes to remain in a building previously occupied; the building or space within the building is of historical, architectural, or cultural significance; or the lease is for less than 10,000 gross square feet;
- (11) Ensuring that leased buildings without the ENERGY STAR® label include provisions requiring the space to be renovated to include all energy efficiency and conservation improvements that would be cost effective over the life of the lease. These requirements should be met prior to occupancy in newly leased space or within 1 year of renewing a lease for space previously occupied by the bureau or office;
- (12) Designing all buildings in accordance with the energy performance standards applicable to Federal buildings, including utilization of sustainable design principles (including the Guiding Principles for Federal Leadership in High Performance and Sustainable Building Guidance), for siting, design, and construction, and incorporation of energy and water efficient technologies and cost effective renewable energy technologies;
- (13) Implementing the Department Sustainable Buildings Implementation Plan;

- (14) Implementing the Department Electronics Stewardship Implementation Plan;
- (15) Employing the most energy efficient designs, systems, equipment and controls, unless it is demonstrated that it is not life cycle cost effective, for large capital energy investments in existing buildings that involve the replacement of installed equipment or the renovation or expansion of existing space;
- (16) Ensuring that all designated covered facilities receive a comprehensive energy and water evaluation once every 4 years; and that all individually metered buildings over 5,000 square feet, within covered facilities are benchmarked annually;
- (17) Promoting energy conservation through training, employee recognition, and employee awareness programs and ensuring that appropriate personnel in design, facility management, procurement, budget, legal, information technology, and others as appropriate, are properly trained and informed of energy management requirements;
- (18) Reporting all utility costs and consumption data into the Financial and Business Management System (FBMS);
- (19) Ensuring that all utility invoices regardless of payment methodology, e.g. charge card, Intra Governmental Payment and Collection System (IPAC), etc., are scanned, uploaded, and attached to the appropriate financial (FI) document in FBMS.
- (20) Requesting funds, as needed, to implement the bureau/office Energy Management Program to meet statutory requirements; and
- (21) Submitting required energy management reports to the Senior Sustainability Advisory Group Co-Chairs in a timely manner.