**Department of the Interior**

**Departmental Manual**

**Effective Date**: 05/09/95

**Series**: Special Programs

**Part 752**: Energy Management Program

**Chapter 1**: Policy

**Originating Office**: Office of Acquisition and Property Management, Office of the Secretary

**752 DM 1**

1. **Purpose**. This chapter establishes the requirement for an energy management program within the Department. As the lead Federal agency responsible for the protection and sound development of the Nation's natural resources, the Department has a special obligation to be a leader in energy management and conservation.

2. **Guiding Principles**. The Department consumes significant amounts of energy in its operation of vehicles, equipment, buildings, and facilities. The Department is committed to supporting and adding emphasis to Federal energy management and conservation initiatives, enhancing the Nation's energy security, stimulating the domestic energy industry, protecting the environment, and creating American jobs through the use of sound energy technologies and practices. These factors and budgetary

constraints require the Department to establish policies to use energy efficiently. The Department will strive to:

A. Reduce energy costs, eliminate waste, and conserve energy resources by using energy-efficient and cost-effective technology.

B. Incorporate energy efficiency into the decision-making process during the design and acquisition of buildings, facilities and transportation systems emphasizing the use of renewable energy sources.

C. Promote vehicle energy efficiency and reduce petroleum consumption through emphasis on fuel efficient use, driving and maintenance of fleet vehicles; the acquisition of alternative fueled vehicles; use of oxygenated gasolines; and increasing the corporate average fuel efficiency (CAFE) of fleet vehicles.

D. Increase energy efficiency through capital investment and improved operations.

E. Establish partnerships with government and non-government organizations to provide technical assistance and to share costs on energy conserving initiatives.

F. Recognize and promote individual and organizational achievements in conserving energy, advancing Federal and Departmental energy policy, and obtaining monetary savings.

3. **Responsibilities and Authorities**.

A. Assistant Secretary - Policy, Management and Budget

(AS-PMB) is the senior policy-making official responsible for the

Department's energy management program and is the Department's

representative on the Department of Energy Federal Interagency Energy Policy Committee ("656 Committee").

B. Director, Office of Acquisition and Property Management (PAM) provides policy and planning direction of and oversees the energy management program. The PAM Director is an alternate on the "656 Committee." The PAM Director and staff represent the Department on interagency task forces, committees, and working groups, and lead the Executive Energy Conservation Council (EECC), the Departmental Energy Conservation Committee (DECC) and the Alternative Fuels Task Force (AFTF) to coordinate with bureau officials and staff. PAM maintains a listing of the members of the Committees.

C. Director, Office of Information Resources Management, provides policies under Executive Order 12845 pertaining to acquisition of computer equipment which meets Energy Star requirements for energy efficiency.

D. Director, Office of Environmental Policy and Compliance, coordinates the Department's recycling, pollution prevention and "green" procurement programs as required by Executive Order 12873, and coordinates the implementation of Departmental programs with other Federal agencies.

E. Bureau and Office Directors are responsible for planning, budgeting, implementing, overseeing, and evaluating bureau and office energy management and conservation initiatives. They, or their designees, represent their respective bureau on the EECC, DECC, and AFTF.

4. **Intradepartmental Coordination**.

A. The Executive Energy Conservation Council, chaired by the PAM Director and consisting of bureau Assistant Directors of Administration or equivalent level, provides advice and recommendations to senior Departmental officials on energy conservation management initiatives and policies, provides guidance and direction to, and reviews the products of the DECC and AFTF.

B. The Departmental Energy Conservation Council (focused on building and facilities energy Departmentwide), and the Alternative Fuels Task Force (focused on transportation energy Departmentwide) are chaired by PAM staff and consist of bureau program managers. The DECC and AFTF: 1) provide long-range planning; 2) develop guidance for energy management programs and initiatives; 3) make recommendations on policy and procedural issues to the EECC; 4) monitor energy management efforts; 5) serve as conduits for information to the bureaus on bureau, Departmental, and governmentwide activities; and 6) provide feedback from the bureaus to the Department and other Federal agencies on energy management initiatives, issues, and concerns.

5. **Planning and Reporting Requirements**. Departmental plans for buildings and facilities, and vehicle energy management and conservation, are developed from bureau energy management plans. The plans provide the basis for accomplishing mandated goals of the Public Laws and Executive Orders, and guide the Department's energy management program. Resources for implementing bureau energy management plans shall be identified in the bureau budget. Plans are due to PAM one month prior to the budget submission to the Department.

Energy management program progress will be reported annually to the Department of Energy (DOE) in accordance with guidelines established by DOE. PAM will require periodic reports from bureaus on their energy management programs.

6. **Terms**.

A. **Federal building** means any individual building, structure, or part thereof, including the associated energy support systems, which is constructed, renovated, or purchased in whole or part for use by the Federal Government and which consumes energy. Federal building shall also include any building leased in whole or in part for use by the Federal Government where the term of the lease exceeds 5 years.

B. **Federal facility** means any building or collection of buildings, grounds, or structure, as well as any fixture or part thereof, which is owned by the United States or any Federal agency or which is held by the United States or any Federal agency under a lease-acquisition agreement under which the United States or a Federal agency will receive fee simple title under the terms of such agreement without further negotiation. The term Federal facility shall also include any building leased in whole or in part for use by the Federal Government where the term of the lease exceeds 5 years.

C. **Building energy consumption** is defined as British Thermal Units (Btu) of energy per gross square foot of heated or cooled space, excluding process energy, and is energy directly related to heating and cooling buildings and lighting heated/cooled space.

D. **Renewable energy** is obtained from sources that are

essentially inexhaustible (unlike fossil fuels). Renewable energy sources include conventional hydroelectric, wood, waste, geothermal, wind, photovoltaic, and solar thermal energy.

E. **Alternative fueled vehicles** are vehicles designed and

manufactured by an original equipment manufacturer or are gasoline or diesel powered vehicles converted to operate on an alternative fuel. They are designed to operate either as dual-fuel, flexible fuel, or dedicated modes using fuels other than gasoline and diesel. Alternative fuels include methanol, ethanol, mixtures containing 85 percent or more by volume of methanol or ethanol, other biofuels (such as biodiesel), compressed natural gas, liquified natural gas, liquified petroleum gas, electricity, hydrogen, and other fuels substantially not petroleum.

F. **Oxygenated gasolines** are blends of non-petroleum fuels

and gasoline designed to increase octane and extend gasoline supplies. The commonly available components are ethanol, methyl tertiary butyl ether (MTBE), ethyl tertiary butyl ether (ETBE) and tertiary amyl methyl ether (TAME).

7. **Authorities**. This chapter implements national policies and Federal energy objectives in the following:

Executive Order 11912-Delegation of Authorities Relating to Energy Policy and Conservation

Executive Order 12003-Relating to Energy Policy and Conservation

Executive Order 12375-Motor Vehicles

Executive Order 12759-Federal Energy Management-Sections 3,9,10

Executive Order 12844-Federal Use of Alternative Fueled Vehicles

Executive Order 12843-Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substances

Executive Order 12845-Requiring Agencies to Purchase Energy Efficient Computer Equipment

Executive Order 12873-Federal Acquisition, Recycling, and Waste Prevention

Executive Order 12902-Energy Efficiency and Water Conservation at Federal Facilities

The Energy Policy and Conservation Act of 1975

The Resource Conservation and Recovery Act of 1976, as amended

The National Energy Conservation Policy Act of 1978, as amended

The Energy Security Act of 1980

The Omnibus Budget Reconciliation Act of 1986

The Federal Energy Management Improvement Act of 1988

The Energy Policy Act of 1992

The Clean Air Act of 1955, as amended

OFPP Policy Letter No. 76-1 of 1976 and supplement No. 1

OFPP Policy Letter No. 92-4 of 1992

Federal Property Management Regulations, 41 CFR 101

Federal Property Management Regulations, 10 CFR 436

Federal Acquisition Regulations, 48 CFR 23.4

05/09/95 #3037

Replaces 08/23/76 #1915