



e. Commercial rentals?

4. Which do you consider to be most economical? Please rank.
5. Do you have an established formal training program for motor vehicle operators which stresses the importance of the driver in conserving fuel?
6. What actions have been taken to encourage bus usage rather than private, Government, or personally-owned vehicles?
7. Who manages your transportation conservation program?

VEHICLES AND TRANSPORTATION

1. How many sedans--agency owned or GSA assigned--are used in the following categories?

	<u>FY 73</u>	<u>Present</u>
Type 1A (Sub-Compact)	_____	_____
Type 1B (Compact)	_____	_____
Type II (Intermediate)	_____	_____
Type III (Regular/Standard)	_____	_____
Type IV (Medium)	_____	_____
Type V (Heavy)	_____	_____
Type VI (Limousine)	_____	_____

APPENDIX ~~A~~-2  
SITE VISIT SUMMARY

FEA Region \_\_\_\_\_ Site \_\_\_\_\_

I. Implementation of Federal Management Circular 74-1

A. Agency headquarters directive received ☐ yes ☐ no ☐ NA

B. Motor vehicle management implemented ☐ yes ☐ no ☐ NA

1. Composition of motorpool: FY 73 FY 75 (Estimated)

Type IA - subcompact

Type IB - compact

Type II - intermediate

Type III - regular/standard

Type IV - medium

Type V - heavy

Type VI - limousine

2. Total fleet mileage

3. Total gallons gas used

C. Implementation of employee parking ☐ yes ☐ no ☐ NA

FY 73 FY 75 (Estimated)

1. Parking spaces reserved for pools

2. Total number of carpools

3. Total employees in carpools

D. Ship and/or Aircraft operation guidelines implemented ☐ yes ☐ no ☐ NA

FY 73 FY 75 (Estimated)

1. Total time of operation

2. Total fuel usage (by type)

E. Buildings lighting, thermal and operations guidelines implemented ☐ yes ☐ no ☐ NA

FY 73 FY 75 (Estimated)

1. Electricity used (KWH)

2. Fuel used (specify type)

## II. Local Energy Management

- A. Agency headquarters directive or guidance (beyond FMC 74-1) ☐ yes ☐ no ☐ NA
- B. Local directives on energy use ☐ yes ☐ no ☐ NA
- C. Energy management coordinator designated ☐ yes ☐ no ☐ NA
- D. Energy use reviews and/or conservation opportunity surveys ☐ yes ☐ no ☐ NA
- E. Management effort to enlist employer cooperation
1. Posters, billboards, switchplate stickers, etc. ☐ yes ☐ no ☐ NA
  2. Suggestion/award program ☐ yes ☐ no ☐ NA
- F. Locally originated conservation actions (append list)
1. Completed \_\_\_\_\_
  2. Planned and budgeted \_\_\_\_\_
  3. Planned but not budgeted \_\_\_\_\_
  4. Identified for further study \_\_\_\_\_

## III. Review and Evaluation

- A. Does the local manager use internal reviews ☐ yes ☐ no ☐ NA
- B. Has the agency made reviews, inspections, or audits ☐ yes ☐ no ☐ NA
- C. Other (specify)
- IV. Mission or Operations Affected by EC Measures (brief description of favorable or unfavorable impact of conservation measures on installation operations, as applicable)
- V. Other (brief) description of pertinent items covered during visit; i.e., conditions hindering implementation actions, need for additional guidance or clarification, community/press relations, etc.)
- VI. Impressions of Team (brief characterization of the local energy conservation program as strong, average, or weak together with major considerations contributing to this conclusion).





## APPENDIX B

### List of Sites

The abbreviations used in the three tables for the 14 departments and agencies are:

DOD	Department of Defense	VA	Veterans Administration
GSA	General Services Administration	DOT	Department of Transportation
PS	Postal Service	DOA	Dept. of Agriculture
DOJ	Department of Justice	DOL	Dept. of Labor
DOI	Department of Interior	DOC	Dept. of Commerce
DHEW	Department of Health, Education & Welfare	EPA	Environmental Protection Agency
ERDA	Energy Research & Development Agency	NASA	National Aeronautics & Space Administration

Also the installation type abbreviations are

M	Military	Lab	Laboratory
H	Hospital	Ad	Administrative
Pr	Prison	PO	Post Office
Tr	Training	O	Other

Table 2  
Breakdown of Regions by Federal Dept/Agency

Regional Centers

Agency	Region I Boston	Region II New York	Region III Phila- delphia	Region IV Atlanta	Region V Chicago	Region VI Dallas	Region VII Kansas City	Region VIII Denver	Region IX San Francisco	Region X Seattle	Total
DOJ	6	4	13	12	6	9	1	7	13	5	76
GSA	3	3	14	3	5	4	3	3	3	3	44
PS	1	3	3	2	5	3	2	1	3	2	25
DOJ	1	1	3	3	3	3	3	1	4	1	23
DOI		1	2	1		5	1	2	4	6	22
VA	3	2	2	2	4	1	1	2	2	2	21
DOT	3	2		2		1		1	4	4	17
DHEW	1	1	2	1	2	3		1	1	1	13
DOA				4	3		1	1	2		11
DOL		1		1	2	3	1		2	1	11
DOC	1	1	1	1		1		1	2	1	9
NASA			1	2	1	1			1		6
EPA	1	1		2	1						5
ERDA				1	1	1			1		4
TOTAL	20	20	41	37	33	35	13	20	42	26	287

Table 3  
Breakdown of Installation Types By Agencies

Installation Type Agency	Military	Administrative	Post Office	Hospital	Prison	Training	Laboratory	Other	TOTAL
DOD	74			2					76
GSA		43						1	44
PS			25						25
DOJ				1	22	2			23
DOI		1		1		2	6	12	22
VA				21					21
DOT	8					1		8	17
DHEW		1		9			3		13
DOA		4					5	2	11
DOL						11			11
DCC	1					1	7		9
NASA							6		6
EPA							4	1	5
ERDA							4		4
TOTAL	83	49	25	34	22	15	35	24	287



SITE LISTING

REGION 1

*Handwritten:* ANNOUNCED  
TABLE IV

	Facility - Location	Agency	Installation Type
	Federal Correctional Institute Danbury, Connecticut	DOJ	Pr
	Coast Guard Academy New London, Connecticut	DOT	Tr
	Naval Submarine Base New London, Connecticut	DOD	M
	VA Hospital Togus, Maine	VA	H
D-2	VA Hospital Boston, Massachusetts	VA	H
	South Postal Annex Boston, Massachusetts	PS	PO
	JFK Federal Building Boston, Massachusetts	GSA	Ad
	US Courthouse and Post Office Boston, Massachusetts	GSA	Ad
	US Appraisers Stores Boston, Massachusetts	GSA	Ad
	Public Health Service Hospital Brighton, Massachusetts	DHEW	H
	Fort Devens Ayer, Massachusetts	DOD	M
	Transportation Systems Center Cambridge, Massachusetts	DOT	O
	Westover Air Force Base Chicopee Falls, Massachusetts	DOD	M
	Natick Laboratories Natick, Massachusetts	DOD	M
	Air Station Cape Cod Otis AFB, Massachusetts	DOT	M
D-3	Naval Air Station South Weymouth, Massachusetts	DOD	M
	VA Hospital Manchester, New Hampshire	VA	H
	Naval Shipyard Portsmouth, New Hampshire	DOD	M
	National Marine Water Quality Lab. Narragansett, Rhode Island	EPA	Lab
	NOAA/National Marine Fisheries Service Narragansett, Rhode Island	DOC	Lab

REGION 2

D-4

Facility - Location	Agency	Installation Type
Main Post Office Newark, New Jersey	PS	PO
Naval Ammunition Depot Colts Neck, New Jersey	DOD	M
Picatinny Arsenal Dover, New Jersey	DOD	M
Raritan Depot Edison, New Jersey	EPA	O
Fort Monmouth Red Bank, New Jersey	DOD	M
VA Hospital Buffalo, New York	VA	H
Main Post Office Buffalo, New York	PS	PO
US Courthouse Buffalo, New York	GSA	Ad
Federal Building Buffalo, New York	GSA	Ad
Statue of Liberty New York, New York	DOI	O
Main Post Office New York, New York	PS	PO

D-5

US Appraisers Stores New York, New York	GSA	Ad
Public Health Service Hospital Staten Island, New York	DHEW	H
Coast Guard Support Center Governors Island, New York	DOT	M
WHEC Coast Guard Cutter Governors Island, New York	DOT	M
Fort Hamilton Brooklyn, New York	DOD	M
Federal Detention Center New York, New York	DOJ	Pr
Maritime Administration Kings Point, New York	DOC	Tr
Job Corp Center Flushing, New York	DOL	Tr
VA Hospital Montrose, New York	VA	H

# REGION 3

Facility - Location	Agency	Installation Type
Dover Air Force Base Dover, Delaware	DOD	M
Public Health Service Hospital Baltimore, Maryland	DHEW	H
Main Post Office Baltimore, Maryland	PS	PO
Fort Meade Baltimore, Maryland	DOD	M
Goddard Space Flight Center Beltsville, Maryland	NASA	Lab
Aberdeen Proving Ground Aberdeen, Maryland	DOD	M
Andrews Air Force Base Camp Springs, Maryland	DOD	M
Naval Air Test Center Patuxent River, Maryland	DOD	M
VA Hospital Pittsburgh, Pennsylvania	VA	H
Main Post Office Pittsburgh, Pennsylvania	PS	PO
Federal Building Pittsburgh, Pennsylvania	GSA	Ad
Defense Personnel Support Center Philadelphia, Pennsylvania	DOD	M
Main Post Office Philadelphia, Pennsylvania	PS	PO
Second & Chestnut Street Building Philadelphia, Pennsylvania	GSA	Ad
Cherry Street Federal Building Philadelphia, Pennsylvania	GSA	Ad
US Penitentiary Lewisburg, Pennsylvania	DOJ	Pr
VA Hospital Richmond, Virginia	VA	H
Defense General Supply Center Richmond, Virginia	DOD	M
Federal Building Richmond, Virginia	GSA	Ad
Public Health Service Hospital Norfolk, Virginia	DHEW	H
National Oceanic/Atmospheric Admin. Norfolk, Virginia	DOC	Lab
Federal Reformatory Petersburg, Virginia	DOJ	Pr

D-6

D-7

13

Survey Approach  
Methodology

Appendix H

General. In Figure 1 the survey methodology is presented. Details of each survey phase are presented below.

Ref  
Selection of Sites. Representatives from 14 Executive Departments and Agencies were requested to submit names of representative sites. During the initial site selection process, an effort was made to sample a variety of building and motor vehicle operations. The Agencies were asked to consider a number of factors in their site nominations including the age of buildings, the type of construction, the scope of motor vehicle operations, as well as general program orientation (i.e., general office, hospital, material storage).

Guidelines Preparation. Based on comments and suggestions from eight Federal Agency representatives, a management-oriented questionnaire was prepared. The questionnaire was aimed at ascertaining the extent of implementation of the various energy conservation directives embodied in Federal Management Circular (FMC 74-1), and Supplement 2 thereunto. FMC 74-1 and Supplement 2 are found in Appendix A. The guidelines questionnaire is presented in Appendix B.

Guidelines Sent to Field. The guidelines sent to each site were intended to serve as a tool for the various site personnel so that they would be prepared for effective discussion with the site survey teams.

Site Visit Teams. Lead agency responsibility for overall program coordination and implementation was assumed by the Federal Energy Administration (FEA) with operational leadership and technical expertise provided by the General Services Administration (GSA). Individual site visits were conducted jointly by the Federal Energy Administration and the General Services Administration in cooperation with local Federal Executive Boards. A site visit team usually consisted of the following: a person generally familiar with the site, a member knowledgeable in building management, and a member familiar with motor vehicle management.

Site Visit. The actual site visit usually covered one day. The site visit team met with appropriate site personnel who briefed the visit team on major findings, recommendations and conclusions of their energy



REGION 3 (Continued)

8-D

Facility - Location	Agency	Installation Type
Naval Amphibious Base Little Creek, Virginia	DOD	M
Marine Corps Base Quantico, Virginia	DOD	M
Fort Myer Arlington, Virginia	DOD	M
Fort Belvoir Alexandria, Virginia	DOD	M
RFK Youth Center Charleston, West Virginia	DOJ	Pr
Kennedy Center Washington, D. C.	DOI	O
Brentwood Garage Operation Washington, D. C.	DOI	O
Fort Leslie J. McNair Washington, D. C.	DOD	M
New Executive Office Building Washington, D. C.	GSA	Ad
HUD Building Washington, D. C.	GSA	Ad
Walter Reed Medical Center Washington, D. C.	DOD	H

6-D

Department of Commerce Washington, D. C.	GSA	Ad
Employment Security Building Washington, D. C.	GSA	Ad
FDIC Building Washington, D. C.	GSA	Ad
Federal Building #9 Washington, D. C.	GSA	Ad
Federal Building #10A Washington, D. C.	GSA	Ad
Federal Building #10B Washington, D. C.	GSA	Ad
GSA Regional Office Building Washington, D. C.	GSA	Ad
GSA Headquarters Building Washington, D. C.	GSA	Ad

# REGION 4

D-10

Facility - Location	Agency	Installation Type
George C. Marshall Space Center Huntsville, Alabama	NASA	Lab
Redstone Arsenal Huntsville, Alabama	DOD	M
Maxwell Air Force Base Montgomery, Alabama	DOD	M
Coast Guard Base Miami, Florida	DOT	M
National Oceanic/Atmospheric Admin. Miami, Florida	DOC	Lab
Main Post Office Miami, Florida	PS	PO
Federal Building Miami, Florida	GSA	Ad
Kennedy Space Center Cape Kennedy, Florida	NASA	Lab
Entomology Resident Station Gainesville, Florida	DOA	Lab
VA Hospital Lake City, Florida	VA	H
VA Hospital Tampa, Florida	VA=	H

D-11

Center for Disease Control Atlanta, Georgia	DHEW	Lab
Airport Traffic Control Tower Atlanta, Georgia	DOT	O
US Penitentiary Atlanta, Georgia	DOJ	Pr
Naval Air Station Atlanta, Georgia	DOD	M
Fort McPherson Atlanta, Georgia	DOD	M
Main Post Office Atlanta, Georgia	PS	PO
Peachtree-Seventh Building Atlanta, Georgia	GSA	Ad
Russell Research Building Athens, Georgia	DOA	Lab
Forest Service Lab, Univ. of GA Athens, Georgia	DOA	Lab
Southeast Poultry Research Lab Athens, Georgia	DOA	Lab
Water Pollution Lab S.E. Enviro. Res. Lab. Athens, Georgia	EPA	Lab

REGION 4 (Continued)

Facility - Location	Agency	Installation Type
Fort Benning Columbus, Georgia	DOD	M
Warner Robins Macon, Georgia	DOD	M
Federal Youth Center Ashland, Kentucky	DOJ	Tr
Job Corp Center Camp Breckenridge, Kentucky	DOL	Tr
Federal Correctional Institute Lexington, Kentucky	DOJ	Pr
Fort Knox Lexington, Kentucky	DOD	M
Lexington Army Depot Lexington, Kentucky	DOD	M
Keesler Air Force Base Biloxi, Mississippi	DOD	M
Blue Ridge Parkway Asheville, North Carolina	DOI	O
Research Triangle Raleigh-Durham, North Carolina	EPA	Lab
Myrtle Beach Air Force Base Myrtle Beach, South Carolina	DOD	M
Shaw Air Force Base Sumter, South Carolina	DOD	M
Defense Depot Memphis, Tennessee	DOD	M
Oak Ridge Operations Office Oak Ridge, Tennessee	ERDA	Lab
Federal Building Oak Ridge, Tennessee	GSA	Ad

D-12

D-13

REGION 5

D-14

Facility - Location	Agency	Installation Type
Dirksen Building Chicago, Illinois	GSA	Ad
Main Post Office Chicago, Illinois	PS	PO
Public Works Center Great Lakes, Illinois	DOD	M
VA Hospital Hines, Illinois	VA	H
Job Corp Center Atterbury, Indiana	DOL	Tr
US Penitentiary Terre Haute, Indiana	DOJ	Pr
Main Post Office Detroit, Michigan	PS	PO
Job Corp Center Detroit, Michigan	DOL	Tr
Soil Conservation Service East Lansing, Michigan	DOA	Ad
Federal Correctional Institute Milan, Michigan	DOJ	Pr
Wurtsmith Air Force Base Oscoda, Michigan	DOD	M

ion

D-15

U S Army Tank-Automotive Command Warren, Michigan	DOD	M
VA Hospital Ft. Snelling, Minnesota	VA	H
Main Post Office Minneapolis, Minnesota	PS	PO
Superior National Forest Duluth, Minnesota	DOA	O
Duluth Air Force Base Duluth, Minnesota	DOD	M
Federal Correctional Institute Sandstone, Minnesota	DOJ	Pr
Federal Building Fort Snelling, Minnesota	GSA	Ad
VA Hospital Cleveland, Ohio	VA	H
Lewis Research Center Cleveland, Ohio	NASA	Lab
Main Post Office Cleveland, Ohio	PS	PO



REGION 5 (Continued)

Facility - Location	Agency	Installation Type
Main Post Office Cincinnati, Ohio	PS	PO
Mound Laboratory Dayton, Ohio	ERDA	Lab
Defense Electronics Supply Center Dayton, Ohio	DOD	M
Wright Patterson Air Force Base Dayton, Ohio	DOD	M
Cincinnati Food & Drug Administration Cincinnati, Ohio	DHEW	Lab
R. A. Taft Laboratories Cincinnati, Ohio	EPA	Lab
VA Hospital Cincinnati, Ohio	VA	H
Post Office Building and Courthouse Cincinnati, Ohio	GSA	Ad
Forest Service, Eastern Region Milwaukee, Wisconsin	DOA	Ad
VA Building Milwaukee, Wisconsin	GSA	Ad
Social Security Administration Building Milwaukee, Wisconsin	DHEW	Ad

D-16

# REGION 6

Facility - Location	Agency	Installation Type
VA Hospital Little Rock, Arkansas	VA	H
Federal Building Little Rock, Arkansas	GSA	Ad
Public Health Service Hospital New Orleans, Louisiana	DHEW	H
Main Post Office New Orleans, Louisiana	PS	PO
Federal Building and Courthouse New Orleans, Louisiana	GSA	Ad
Albuquerque Indian School Albuquerque, New Mexico	DOI	Tr
PHS-Indian Health Service Hospital Albuquerque, New Mexico	DHEW	H
Job Corp Center Albuquerque, New Mexico	DOL	Tr
Main Post Office Albuquerque, New Mexico	PS	PO
Federal Building Albuquerque, New Mexico	GSA	Ad
Institute of American Indian Arts Sante Fe, New Mexico	DOI	O
PHS-Indian Health Service Hospital Gallup, New Mexico	DHEW	H
Los Alamos Scientific Laboratory Los Alamos, New Mexico	ERDA	Lab
Cannon Air Force Base Clovis, New Mexico	DOD	M
Kirtland Air Force Base Albuquerque, New Mexico	DOD	M
Concho School El Reno, Oklahoma	DOI	Tr
Federal Reformatory El Reno, Oklahoma	DOJ	Pr
Fort Sill Lawton, Oklahoma	DOD	M
Naval Ammunition Depot McAlester, Oklahoma	DOD	M
Amarillo Helium Plant Amarillo, Texas	DOI	O
Naval Air Station Corpus Christi, Texas	DOD	M
Main Post Office Dallas, Texas	PS	PO

D-17

D-18

on

REGION 6 (Continued)

Facility - Location	Agency	Installation Type
Air Route Traffic Control Center Fort Worth, Texas	DOT	O
Federal Correctional Institute Fort Worth, Texas	DOJ	Pr
US Courthouse Forth Worth, Texas	GSA	Ad
National Oceanic/Atmospheric Admin. Galveston, Texas	DOC	Lab
Johnson Space Center Houston, Texas	NASA	Lab
Fort Hood Killeen, Texas	DOD	M
Job Corp Center McKinney, Texas	DOL	Tr
Goodfellow Air Force Base San Angelo, Texas	DOD	M
Brooks Air Force Base San Antonio, Texas	DOD	M
Job Corp Center - Gary AFB San Marcos, Texas	DOL	Tr
Federal Correctional Institute Seagoville, Texas	DOJ	Pr
Sheppard Air Force Base Wichita Falls, Texas	DOD	M
Big Bend National Park Texas	DOI	O

D-19

D-20

REGION 7

Facility - Location	Agency	Installation Type
US Penetentiary Leavenworth, Kansas	DOJ	Pr
VA Hospital - Jefferson Barracks St. Louis, Missouri	VA	H
Jefferson National Expansion Memorial St. Louis, Missouri	DOI	O
Scott AFB Belleville, Illinois	DOD	M
Main Post Office St. Louis, Missouri	PS	PO
Federal Records Center St. Louis, Missouri	GSA	Ad
Federal Building St. Louis, Missouri	GSA	Ad
Main Post Office Kansas City, Missouri	PS	PO
Job Corp Center Excelsior Springs, Missouri	DOL	Tr
Forest Service Rolla, Missouri	DOA	Ad
Medical Center for Federal Prisoners Springfield, Missouri	DOJ	H
Federal Center St. Louis, Missouri	GSA	O
U.S. Penitentiary Marion, Illinois	DOJ	PT

D-21

D-22

T9



# REGION 8

D-23

Facility - Location	Agency	Installation Type
Fitzsimmons General Hospital Denver, Colorado	DOD	H
Lowry Air Force Base Denver, Colorado	DOD	M
Main Post Office Denver, Colorado	PS	PO
Federal Building & Courthouse Denver, Colorado	GSA	Ad
FAA Denver Center Longmont, Colorado	DOT	O
Federal Youth Center Englewood, Colorado	DOJ	Tr
Fort Carson Colorado Springs, Colorado	DOD	M
Peterson Field Colorado Springs, Colorado	DOD	M
NBS/NOAA Boulder, Colorado	DOC	Lab
Pueblo Army Depot Pueblo, Colorado	DOD	M
Public Health Service Hospital Hamilton, Montana	DHEW	Lab

n

D-24

VA Hospital Fargo, North Dakota	VA	H
Federal Building & Courthouse Fargo, North Dakota	GSA	Ad
Ellsworth Air Force Base Rapid City, South Dakota	DOD	M
EROS Center Sioux Falls, South Dakota	DOI	Lab
Defense Depot Ogden, Utah	DOD	M
Forest Service Area Office Ogden, Utah	DOA	Ad
Federal Building Salt Lake City, Utah	GSA	Ad
VA Hospital Salt Lake City, Utah	VA	H
Yellowstone National Park Mammoth Hot Springs, Wyoming	DOI	O

# REGION 9 (Continued)

D-27

Facility - Location	Agency	Installation Type
Agriculture Research Service Fresno, California	DOA	Lab
Federal Building & Courthouse Fresno, California	GSA	Ad
Federal Correctional Institute Lompoc, California	DOJ	Pr
Castle Air Force Base Merced, California	DOD	M
Camp Pendleton Oceanside, California	DOD	M
Federal Youth Center Pleasanton, California	DOJ	Pr
Communications Station Point Reyes, California	DOT	M
Mather Air Force Base Sacramento, California	DOD	M
Fort Ord Salinas, California	DOD	M
VA Hospital San Diego, California	VA	H
Naval Air Station North Island San Diego, California	DOD	M

D-28

Ames Research Center Santa Clara City, California	NASA	Lab
Defense Depot Tracy, California	DCD	M
Naval Shipyard - Mare Island Vallejo, California	DOD	M
Hickam Air Force Base Honolulu, Hawaii	DOD	M
Schofield Barracks Honolulu, Hawaii	DOD	M
Fort Shafter Honolulu, Hawaii	DOD	M
Main Post Office Honolulu, Hawaii	PS	PO
Lahonton National Fish Hatchery Gardnerville, Nevada	DOI	Lab
Suisun Bay Reserve Fleet (Maritime Admin) Benecia, California	DOC	M

<sup>1</sup>This site moved at the beginning of FY 75 from a non-airconditioned building into an airconditioned building.

conservation program. Answers to the guidelines questionnaire were discussed and a tour of the activity completed the visit.

Summary Reports. Armed with answers from the guidelines questionnaire and the site visit results, site visit teams prepared a summary report reflecting their opinions of the site's energy conservation program. A site visit summary was completed, see Appendix B. All site visit reports were then forwarded to the regional administrators for further summarization and consolidation. A regional summary was then included with the package of all site visit reports to FEA and GSA headquarters in Washington.

National Report. Combining all findings of the regions and sites into a national report, FEA, GSA headquarters presented a final consolidation of major program results. The results of this effort are seen below. Major items discussed were the highlights of the energy conservation programs, recommendations, problems, various energy conservation techniques and ideas and conclusions.

#### Survey Methodology

Before proceeding further several items should be realized to properly interpret the results presented in the report. First, the site visit was intended to be a survey and not an audit. Site personnel were not required to justify in detail the figures and statements transmitted to the site visit team. The visit was both a fact-finding task and an information exchange. The site teams provided advice and assistance to site personnel regarding program measures.

Second, the data gathered could be misleading if not understood clearly. Since the site visit and the guidelines questionnaire both concentrated on qualitative management data, exact quantitative data was not readily available.

Results were presented taking into account the errors that have arisen. The report is intended to present overall trends and not exact findings.

# REGION 9 (Continued)

Facility - Location	Agency	Installation Type
Agriculture Research Service Fresno, California	DOA	Lab
Federal Building & Courthouse Fresno, California	GSA	Ad
Federal Correctional Institute Lompoc, California	DOJ	Pr
Castle Air Force Base Merced, California	DOD	M
Camp Pendleton Oceanside, California	DOD	M
Federal Youth Center Pleasanton, California	DOJ	Pr
Communications Station Point Reyes, California	DOT	M
Mather Air Force Base Sacramento, California	DOD	M
Fort Ord Salinas, California	DOD	M
VA Hospital San Diego, California	VA	H
Naval Air Station North Island San Diego, California	DOD	M
Ames Research Center Santa Clara City, California	NASA	Lab
Defense Depot Tracy, California	DCD	M
Naval Shipyard - Mare Island Vallejo, California	DOD	M
Hickam Air Force Base Honolulu, Hawaii	DOD	M
Schofield Barracks Honolulu, Hawaii	DOD	M
Fort Shafter Honolulu, Hawaii	DOD	M
Main Post Office Honolulu, Hawaii	PS	PO
Lahonton National Fish Hatchery Gardnerville, Nevada	DOI	Lab
Suisun Bay Reserve Fleet (Maritime Admin) Benecia, California	DOC	M

<sup>1</sup>This site moved at the beginning of FY 75 from a non-airconditioned building into an airconditioned building.



# REGION 10

D-29

Facility - Location	Agency	Installation Type
Elmendorf Air Force Base Anchorage, Alaska	DOD	M
Indian Hospital Anchorage, Alaska	DOI	H
Anchorage Center Anchorage, Alaska	DOT	O
FAA Control Tower - Elmendorf AFB Anchorage, Alaska	DOT	O
US Post Office & Courthouse Anchorage, Alaska	GSA	Ad
National Oceanic/Atmospheric Admin. Juneau, Alaska	DOC	Lab
Mountain Home Air Force Base Mountain Home, Idaho	DOD	M
Dworshak National Fish Hatchery Ahsahka, Idaho	DOI	Lab
VA Hospital Portland, Oregon	VA	H
Ross Complex - BPA Portland, Oregon	DOI	O
Area Office - BIA Portland, Oregon	DOI	Ad

D-30

Main Post Office Portland, Oregon	PS	PO
US Courthouse Portland, Oregon	GSA	Ad
WLB Coast Guard Cutter Astoria, Oregon	DOT	M
Job Corp Center - Tongue Point Astoria, Oregon	DOL	Tr
Spring Creek National Fish Hatchery Underwood, Washington	DOI	Lab
Public Health Service Hospital Seattle, Washington	DHEW	H
Main Post Office Seattle, Washington	PS	PO
Federal Building Seattle, Washington	GSA	Ad
Puget Sound Naval Shipyard Bremerton, Washington	DOD	M
US Penitentiary McNeil Island, Washington	DOJ	Pr

REGION 10 (Continued)

Facility - Location	Agency	Installation Type
Loran Station - Point Grenville Moclips, Washington	DOT	M
Geological Survey Tacoma, Washington	DOI	Lab
Fort Lewis Tacoma, Washington	DOD	M
McChord Air Force Base Tacoma, Washington	DOD	M
VA Hospital American Lake, Washington	VA	H

D-31





July 8, 1975 Federal Management Circular 74-1, Supp. 3

**GENERAL SERVICES ADMINISTRATION  
OFFICE OF FEDERAL MANAGEMENT POLICY**

***FEDERAL MANAGEMENT CIRCULAR***

FMC 74-1: Federal energy conservation  
Supplement 3

July 8, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

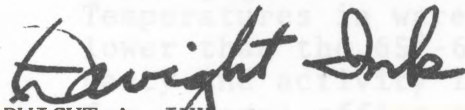
1. Purpose. This supplement transmits revised attachment C to FMC 74-1, dated January 21, 1974, entitled Federal energy conservation.

2. Background. Supplement 2 to FMC 74-1, dated November 15, 1974, prohibits the use of humidity controls in general office space. Comments and reports received regarding the elimination of humidity controls indicate that such controls are not high energy users and that humidification during the heating season may contribute to lessening of respiratory illnesses. Because of the potential healthful benefits of humidification, the prohibition against the use of humidity controls in the heating season is being rescinded.

3. Effect on other issuances. Federal Property Management Regulation 101-20.116-3 will be amended to reflect this change.

4. Policy intent. The policy intent of this supplement is to remove the prohibition in subparagraph 4c of attachment C to FMC 74-1 and to give greater flexibility with regard to humidity controls.

5. Instructions. Remove attachment C, and insert the attached corresponding new attachment C.

  
DWIGHT A. INK  
Acting Administrator of General Services



## HEATING, COOLING, AND LIGHTING OF BUILDINGS

1. Policy intent. This attachment prescribes uniform energy conservation policies for all departments and agencies in the operation and management of building space. Such energy conservation policies shall be implemented in a manner that gives consideration to the requirements of the task being performed and to maintaining the health and efficiency of employees.

2. Applicability and scope. The provisions of this attachment apply to the management of space in all buildings owned by executive departments and establishments. New lease contracts for buildings and space shall incorporate the policies contained in this attachment. Existing leases shall incorporate the policies of this attachment to the extent feasible.

3. Definition. "Building space" means space in any building or structure that is lighted, heated, or cooled.

4. Policies and procedures.

a. Lighting. Energy consumed for lighting shall be reduced by removing nonessential lamps and fixtures and by applying nonuniform lighting standards to existing lighting systems. During working hours, overhead lighting shall be reduced to 50 foot candles at work stations, 30 foot candles in work areas, and 10 (but not less than 1) foot candles in nonworking areas. Reduction in overhead lighting shall be accomplished with minimum deviation from the specified levels. Where the "heat of light" technology is used, consideration shall be given to the additional cost and energy requirements of an alternative source of heat. Off-hour and exterior lighting shall be eliminated, except where it is essential for safety and security purposes.

b. Heating and cooling. Energy consumed for heating and cooling Government-owned and -leased space shall be reduced. During the heating season, temperature control devices for general office space shall be set to maintain 65-68°F during working hours and not more than 55°F during nonworking hours. Temperatures in warehouses and similar space shall be adjusted lower than the 65°-68°F range depending on the type of occupancy and activity in the space. Cooling season temperatures for general office space shall be held no lower than 78°-80°F. The use of cooling energy to achieve prescribed heating levels or heating energy to achieve cooling levels is prohibited.

July 8, 1975

c. Humidity controls. Humidity controls shall not be provided during the cooling season for general office space. Humidity controls may be provided during the heating season for general office space. Requirements for humidity controls in special purpose space or in certain geographical locations shall be handled on a case-by-case basis by the official responsible for operation and maintenance of the facility with the concurrence of the agency's Energy Conservation Coordinator.

d. Threshold heaters and portable heating and cooling devices. The operation of threshold heaters and portable heating and cooling devices in Government-owned or -leased space is prohibited.

5. Exceptions. Exceptions to the policies prescribed in paragraph 4 may be necessary for the protection and operation of certain specialized equipment; e.g., computers, for maintaining the health and efficiency of employees, and for certain installations of high specialization; e.g., greenhouses, hospitals, guard stations, and laboratories. Such exceptions may be granted only after consultation with appropriate technical personnel of the unit requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility and must be concurred in by the agency's Energy Conservation Coordinator.

6. Reporting. Executive departments and establishments shall report on the progress made in meeting the energy conservation requirements set forth in this attachment. Such reports shall be in accordance with the instructions provided in subchapter D of the Federal Property Management Regulations. Executive departments and establishments shall continue to submit the quarterly Energy Conservation Performance Report to the Administrator, Federal Energy Administration, with a copy to the Administrator of General Services.

7. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMP)  
Washington, DC 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

(Note: This supplement will be codified in the Code of Federal Regulations as 34 CFR 232).

November 15, 1974

4. Related energy issuances. The details of the Federal energy conservation program are reflected in the following Federal Property Management Regulations and other issuances:

FPMR 101-20.116, Conservation of Energy by executive agencies (39 F.R. 39266, Nov. 6, 1974)

FPMR Temporary Regulation D-47, Federal employee parking, and Supplement 1 thereto

FPMR Temporary Regulation G-17, Reduction in motor vehicle fuel consumption

GSA Bulletin FPMR G-99, Conservation of motor vehicle fuels

FPMR 101-26.5, GSA Procurement Programs (39 F.R. 37379, Oct. 21, 1974)

FPMR 101-39.6, Official use of Government Motor Vehicles and Related Motor Pool Services (39 F.R. 37380, Oct. 21, 1974)

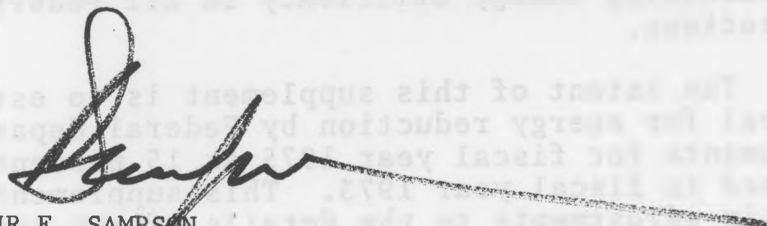
5. Attachments.

Attachment A, Federal Motor Vehicle Management

Attachment B, Federal Employee Parking

Attachment C, Heating, Cooling and Lighting of Buildings

6. Instructions. Remove attachments A, B, and C, to FMC 74-1 and insert the attached corresponding new attachments A, B, and C.



ARTHUR F. SAMPSON  
Administrator of General Services

November 15, 1974

Federal Management Circular 74-1, Supp. 2  
Attachment A

FEDERAL MOTOR VEHICLE MANAGEMENT

1. Policy intent. This attachment provides policy guidance for the improvement of Federal motor vehicle management and fuel conservation by vehicle assignment controls, reduction of vehicle size, promotion of Government vehicle pooling, and other actions to foster economical utilization of Government vehicles.
2. Applicability and scope. The provisions of this attachment apply to all vehicles acquired by executive departments or establishments no matter how acquired (whether by purchase, rental, lease, forfeiture, or transfer from another agency) and no matter how financed (whether through appropriations, revolving funds, trust funds, or other funds).
3. Definitions.
  - a. The terms "motor vehicle" and "vehicle" as used in this attachment mean any sedan, station wagon, truck, bus, or ambulance operated by executive departments and establishments. Vehicles of these types operated by executive departments and establishments are considered a part of the Federal fleet and are subject to the provisions of this attachment. Tactical and combat vehicles used for military purposes are excluded from this definition.
  - b. The term "operated" includes all vehicles available for the conduct of agency business.
  - c. Reference to specific types of vehicles shall correspond to descriptions and designations in Federal specifications issued by the General Services Administration.
    - (1) For purposes of this attachment, sedans shall be identified according to Interim Federal Specification KKK-A-00811M (GSA-FSS), as follows:

Type IA	- subcompact
Type IB	- compact
Type II	- intermediate
Type III	- regular (standard)
Type IV	- medium
Type V	- heavy
Type VI	- limousine



November 15, 1974

(2) The terms "economy," "economy sedans," and "economy vehicles" as used in this attachment mean types IA and IB sedans, as described in subparagraphs 3c(1).

d. The term "leased" as used in this attachment means any automobile leased for use by an agency for more than 30 calendar days and any medium and heavy trucks leased for more than 90 calendar days.

#### 4. Policies and procedures.

##### a. General provisions.

(1) Subject to exceptions listed in subparagraph 4b, all vehicles acquired for use by executive departments and establishments shall be limited to the minimum body size, engine size, maximum fuel efficiency, and operational equipment (if any) necessary to fulfill the operational need for which that vehicle was acquired.

(2) Subject to exceptions listed in subparagraph 4b, all vehicles operated by executive departments and establishments shall be used on a pooled basis to encourage the highest level of utilization.

(3) Official purposes for the use of vehicles operated by executive departments and establishments are governed by 31 U.S.C. 638a(c)(2).

(4) All requirements for leased vehicles exceeding the ceilings established in Federal Supply Schedule, Industrial Group 751, Motor Vehicle Rental Without Driver, shall be submitted to the General Services Administration as specified in Subchapter G of the Federal Property Management Regulations. Such requests shall include full justification of the need for the leased vehicles and certification that the type of vehicle required is in conformance with provisions of FPMR 101-39.601.

(5) Agencies shall achieve and maintain an overall 15 percent reduction in motor vehicle mileage from the comparable quarter of fiscal year 1973. Such reduction shall be achieved by reducing mileage on vehicles used by executive agencies, including owned vehicles, GSA Interagency Motor Pool vehicles, leased vehicles, and privately owned vehicles authorized for use for official travel. Appeals for exceptions for vehicles used in emergencies or essential health services shall be sent



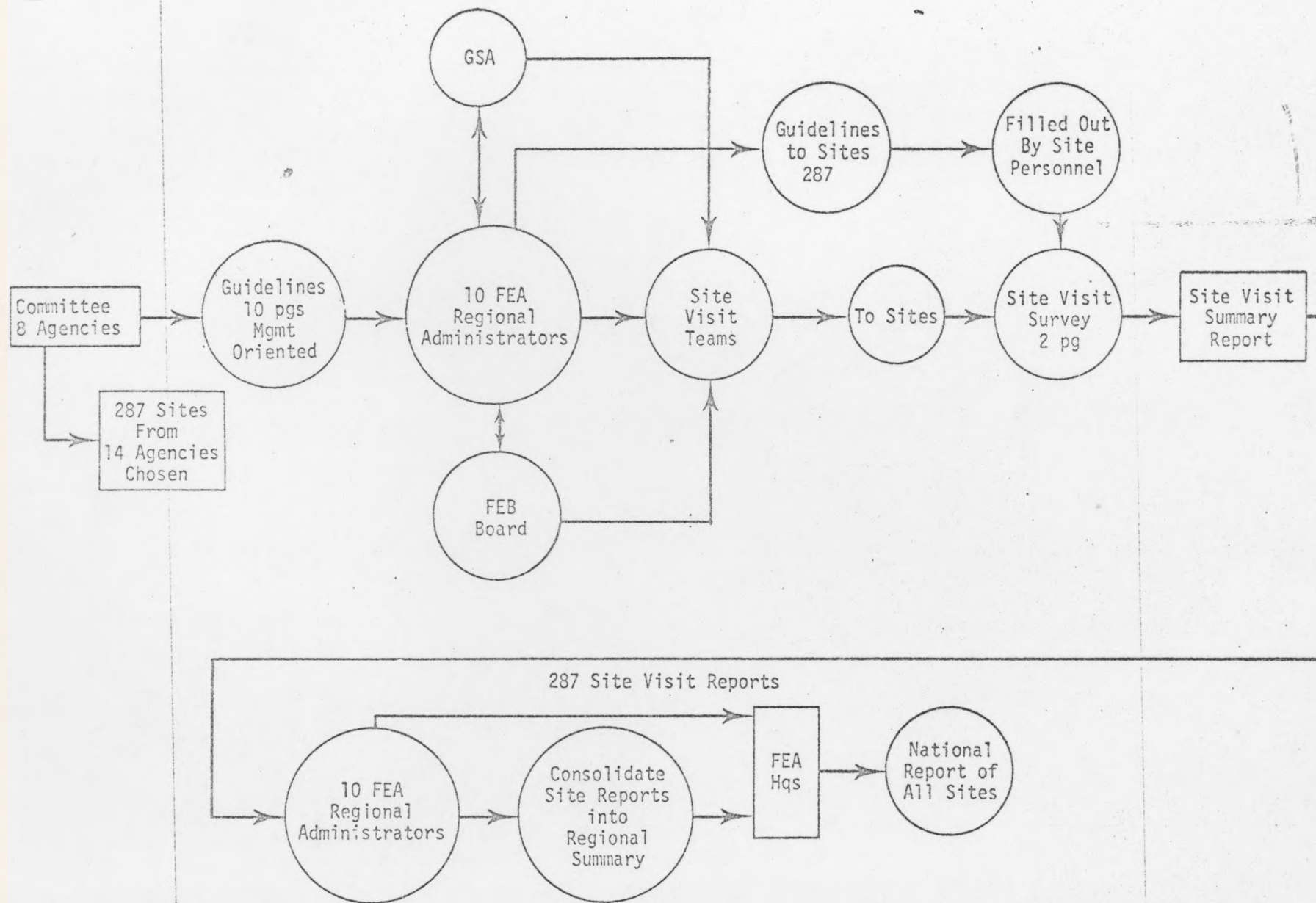


Figure 1 Survey Methodology of the Site Visit Program

November 15, 1974

FMC 74-1, Supp. 2  
Attachment A

to the Administrator of General Services for review and transmittal with appropriate recommendations to the Administrator, Federal Energy Administration, for final decision. Agencies shall examine all missions and programs before making application for an exception for emergencies or essential health services to determine whether adjustments may be made to stay within the specified mileage reduction levels.

(6) All motor vehicles operated by executive departments and establishments shall conform to the speed limit established and in effect for Federal vehicles.

(7) All executive agencies shall ensure that all agency-owned vehicles receive tuneups at least every 12,000 miles or 12 months, whichever occurs first.

b. Sedans. The acquisition of sedans by executive departments and establishments shall be limited to type IA or IB economy vehicles (compacts or subcompacts) unless a larger sedan is certified to the Administrator of General Services to be essential to the agency's mission.

(1) Large sedans and limousines.

(a) Use of Federal limousines (type VI) and heavy (type V) and medium (type IV) sedans shall be eliminated. Exceptions shall be made only for the President and Vice President, and for security and highly essential needs. Executive departments and establishments shall certify all exceptions to the Administrator of General Services.

(b) All types IV, V, and VI Federal sedans shall be replaced by type I unless types II or III are absolutely essential to the agency's mission and certified, accordingly, to the Administrator of General Services.

(2) Law enforcement vehicles. Sedans exceeding types IA and IB in size shall be certified by the head of the law enforcement agency to the Administrator of General Services as essential for the security of law enforcement missions.

(3) Diplomatic vehicles. Sedans exceeding types IA and IB in size shall be certified by the appropriate official in the Department of State to the Administrator of General Services as being essential for the security of diplomatic officials.

November 15, 1974

c. Station wagons and trucks. The acquisition, assignment, and use of station wagons and trucks shall be governed by subparagraph 4a and by any additional requirements issued pursuant to this attachment.

5. Reports. Executive departments and establishments shall report on their achievement of the objectives of paragraph 4 of this attachment in accordance with instructions provided in Subchapter G of the Federal Property Management Regulations. Executive departments and establishments shall continue to submit the quarterly Energy Conservation Performance Report to the Administrator, Federal Energy Administration, with a copy to the Administrator of General Services.

6. Exceptions. Exceptions to these regulations will be reviewed by the Administrator of General Services and approved by the Administrator, Federal Energy Administration.

7. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMM)  
Washington, D.C. 20405

Telephone: IDS 183-5967  
FTS 202-343-5967

November 15, 1974

Federal Management Circular 74-1, Supp. 2  
Attachment B

FEDERAL EMPLOYEE PARKING

1. Policy intent. This attachment establishes uniform policy for the assignment of parking spaces to Federal employees in a manner that will encourage carpooling, conserve energy, and improve and enhance environmental quality through a reduction of vehicle miles traveled by employees.

2. Applicability and scope. The provisions of this attachment apply to parking facilities in the United States, its territories and possessions, the Commonwealth of Puerto Rico, and the Canal Zone under the jurisdiction of the executive branch, excluding garages, driveways, and parking spaces related to occupancy of Government-furnished quarters, and parking spaces provided for momentary use in connection with customer-type services furnished for military and civilian employees.

3. Definitions.

a. "Parking facility" means any lot, garage, building, or structure, or any combination or portion thereof, in or on which motor vehicles are temporarily parked.

b. "Parking space" means the area allocated in a parking facility for the temporary storage of one motor vehicle.

c. "Carpool" means a vehicle containing two or more persons.

d. "Government-owned facility" means land and/or improvements, the title to which is vested in the United States Government.

e. "Federal facility" means land and/or improvements leased to or owned by the Federal Government and under the control of an agency of the executive branch.

4. Policies and procedures.

a. Heads of agencies shall maintain programs to promote and increase employee carpooling. The goal of such programs shall be to assign not more than 10 percent of the agency's available employee parking spaces on an agency wide basis to executive personnel and persons who work long or unusual hours. The remaining employee parking spaces shall be available to

November 15, 1974

carpools to the extent practicable. Assignment of parking spaces to carpools shall be based primarily on the number of persons in a vehicle.

b. Parking spaces assigned to individuals on the basis of a severe physical handicap shall not be considered part of employee parking for purposes of achieving the 10 percent individual assignment goal. Each agency shall give full credit, for the purpose of allocation of parking spaces for carpools, to any full time carpool member regardless of the employer, except that at least one member must be a full time employee of the agency.

c. Areas within parking facilities shall be reserved for the use of two-wheeled vehicles with special consideration being given to bicycles. The amount of space allocated for this purpose shall be reevaluated periodically.

5. Responsibilities. All agencies shall assign available parking spaces to Federal employees in accordance with the policies in this circular.

6. Reporting. Agency plans and progress reports shall be prepared and submitted in accordance with the procedures specified in Subchapter D of the Federal Property Management Regulations.

7. Exceptions. Exceptions to the policies set forth in this attachment will be reviewed by the Administrator of General Services and approved by the Administrator, Federal Energy Administration.

8. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMP)  
Washington, D.C. 20405

Telephone: IDS 183-7528  
FTS 202-343-7528



## HEATING, COOLING AND LIGHTING OF BUILDINGS

1. Policy intent. This attachment prescribes uniform energy conservation policies for all departments and agencies in the operation and management of building space. Such energy conservation policies shall be implemented in a manner that gives consideration to the requirements of the task being performed and to maintaining the health and efficiency of employees.
2. Applicability and scope. The provisions of this attachment apply to the management of space in all buildings owned by executive departments and establishments. New lease contracts for buildings and space shall incorporate the policies contained in this attachment. Existing leases shall incorporate the policies of this attachment to the extent feasible.
3. Definition. "Building space" means space in any building or structure that is lighted, heated, or cooled.
4. Policies and procedures.
  - a. Lighting. Energy consumed for lighting shall be reduced by removing nonessential lamps and fixtures and by applying nonuniform lighting standards to existing lighting systems. During working hours, overhead lighting shall be reduced to 50 foot candles at work stations, 30 foot candles in work areas, and 10 (but not less than 1) foot candles in nonworking areas. Reduction in overhead lighting shall be accomplished with minimum deviation from the specified levels. Where the "heat of light" technology is used, consideration shall be given to the additional cost and energy requirements of an alternative source of heat. Off-hour and exterior lighting shall be eliminated, except where it is essential for safety and security purposes.
  - b. Heating and cooling. Energy consumed for heating and cooling Government-owned and-leased space shall be reduced. During the heating season, temperature control devices for general office space shall be set to maintain 65-68°F during working hours and not more than 55°F during nonworking hours. Temperatures in warehouses and similar space shall be adjusted lower than the 65°-68°F range depending on the type of occupancy and activity in the space. Cooling season

November 15, 1974

temperatures for general office space shall be held no lower than 78°-80°F. The use of cooling energy to achieve prescribed heating levels or heating energy to achieve cooling levels is prohibited.

c. Humidity controls. Humidity controls shall not be provided for general office space. Requirements for humidity controls in special purpose space or certain geographical locations shall be handled on a case-by-case basis by the official responsible for operation and maintenance of the facility with the concurrence of the agency's Energy Conservation Coordinator.

d. Threshold heaters and portable heating and cooling devices. The operation of threshold heaters and portable heating and cooling devices in Government-owned or -leased space is prohibited.

5. Exceptions. Exceptions to the policies prescribed in paragraph 4 may be necessary for the protection and operation of certain specialized equipment; e.g., computers, for maintaining the health and efficiency of employees, and for certain installations of high specialization; e.g., greenhouses, hospitals, guard stations, and laboratories. Such exceptions may be granted only after consultation with appropriate technical personnel of the unit requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility and must be concurred in by the agency's Energy Conservation Coordinator.

6. Reporting. Executive departments and establishments shall report on the progress made in meeting the energy conservation requirements set forth in this attachment. Such reports shall be in accordance with the instructions provided in Subchapter D of the Federal Property Management Regulations. Executive departments and establishments shall continue to submit the quarterly Energy Conservation Performance Report to the Administrator, Federal Energy Administration, with a copy to the Administrator of General Services.

7. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMP)  
Washington, D.C. 20405

Telephone: IDS 183-7528  
FTS 202-343-7528





# APPENDIX D

## Elements of a Strong Program

The installations that realized the greatest reductions in energy consumption had established conservation programs that contained similar characteristics. The following items reflect those factors that were most closely associated with successful programs.<sup>4</sup>

Management Commitment. Managers at both the headquarters and installation levels provided direction and motivation. The best programs were those in which managers were personally committed to the goal.

Formal Lines of Responsibility. Top-level managers, those with line responsibility over the facility's operations, assumed responsibility for the program. Lower-level managers were held accountable for the performance of their units with respect to conservation.

Formal Plan. The installation had developed an overall plan that included performance-oriented conservation goals, which specified the reduction in energy consumption that the program was expected to realize. These goals were supplemented by prescriptive guidelines, disseminated by the agency, which enumerated specific conservation practices that should be implemented.

Monitoring and Review. The installation's progress was reviewed periodically to identify weakness and potential areas for conservation. Goals were adjusted to account for changes in mission or operational procedures.

Technical Expertise. Installation personnel with technical or management training participated in the development and execution of programs. Engineers, architects and budget personnel were recruited for the effort.

Employee Participation and Education. Employees were educated to the need for conservation through seminars and written communication.

Employees were invited to assist in developing an energy conservation plan, and were invited to submit suggestions for conservation.

Contingency Plan. The installations had drawn up programs for dealing with a fuel shortage or change in mission.



# QUESTIONNAIRES

## Survey

### APPENDIX

This Appendix presents the two questionnaires used in the Site Visit Program. The first questionnaire, Appendix A1, known as the Guidelines was forwarded to each regional administrator and site in advance of a site team visit. The purpose of the Guidelines was to serve as a basis for effective discussions with facility personnel. Often the Guidelines questionnaire contained most or all of the information on a site used in this report.

The second questionnaire, Appendix A2, was completed at the time of the site team visit and was entitled "Site Visit Summary."

In this report the following questionnaire answers were used to formulate the findings, problems, techniques, recommendations and conclusions.

From the Guidelines questionnaire:

Energy Conservation Facility Modification Projects (Retrofitting)

#### General

1. Measures to implement FMC 74-1
  - a. Federal Motor Vehicle Management
  - b. Federal Employee Parking
  - c. Heating, Cooling and Lighting of Buildings
2. Have conservation practices in these areas caused any lessening of effectiveness in employee efficiency in work related missions?
4. e. Problems and successes to date
10. Have you designated an energy conservation coordinator for your installation?
12. What changes to policies and further guidance would help you save energy?

From the Site Visit summary:

- I. Implementation of FMC 74-1
  - B. Motor vehicle management implemented
    1. Composition of motorpool
    2. Total fleet mileage
    3. Total gallons gas used
  - C. Implementation of employee parking
  - E. Buildings lighting, thermal and operations Guidelines implemented
    1. Electricity used
    2. Fuel used
- IV. Mission or Operations Affected by EC Measures
- V. Other description of pertinent items covered during visit
- VI. Impressions of Team

# APPENDIX A1

## Discussion Points Mailed to Facilities in Advance of Site Visit:

### GENERAL

1. Has an energy use audit been conducted at this facility by:

- a. GAO;
- b. Internal agency;
- c. Inspector General;
- d. Other?

Please summarize findings.

### ENERGY CONSERVATION FACILITY MODIFICATION PROJECTS (Retrofitting)

In discussing the following items, please limit the discussion to those projects and dollars that relate to energy conservation facilities modification projects (retrofitting).

- 1. What energy conservation projects have you been able to accomplish with your in-house resources?
- 2.
  - a. What additional retrofit projects have you identified?
  - b. How many can you accomplish with your present resources?
  - c. How many can you accomplish with additional resources?
  - d. How many require approval at higher levels?
  - e. How many will require additional study or design?
- 3. What energy studies, analyses or surveys have been accomplished at your facility to determine energy conservation improvements?
- 4. What amortization projects would you recommend?
- 5. Do you have any suggestions for overcoming restrictions to retrofitting at your facility?

### MISSION OR PROGRAM OPERATIONS

- 1. What is your contingency plan for:
  - a. another embargo;
  - b. interrupted fuel supply;

- c. relocate or consolidate your function;
- d. local shortages;
- e. alternative operations;
- f. closing your facility.

### ENERGY CONSERVATION SURVEY GUIDELINES

#### GENERAL

1. Federal Management Circular 74-1, Supplement 2 (attached) describes certain measures that should be taken relative to energy conservation. Describe briefly what measures you have taken toward implementing the provisions of this circular:
  - a. Attachment A, Federal Motor Vehicle Management;
  - b. Attachment B, Federal Employee Parking;
  - c. Attachment C, Heating, Cooling and Lighting of Buildings;
  - d. Attachment D, Procurement of Air Conditioners.
2. Have conservation practices in these areas caused any lessening of effectiveness in employee efficiency in work related missions? If so, explain.
3. Given the emphasis placed on energy conservation practices by the Administration, has your headquarters agency provided you with specific guidelines that would effectively allow the conservation of energy usages without adversely affecting the goals and/or mission of your installation?
4. In addition to question number 1, describe your energy conservation program with emphasis on:
  - a. adequacy and relevancy of your program as it impacts on current needs and future requirements.
  - b. managerial review of conservation practices and the effectiveness of these reviews.
  - c. efforts made by management to alert employees to the need for conservation measures.
  - d. what specific energy conservation objectives/milestones have been established.
  - e. problems and successes to date.

5. In terms of implementing and/or developing an energy conservation program, did you solely rely on agency guidelines and in-house expertise or did you seek additional assistance from other sources in the program design, such as:
  - a. utilizing existing studies from other governmental agencies;
  - b. attending seminars or symposiums held by various private or community groups.
6. If outside assistance was instrumental in the design of your program, please indicate source of assistance and measures taken which substantially upgraded your program.
7. Have you provided any form of assistance to others? Describe.
8. As an energy consumer in your geographic area, how visible is your organization in terms of public awareness of your program?
9. Has your headquarters agency required periodic energy conservation performance reports, regularly scheduled meetings and/or intra-agency information exchange? Please describe. Do these substantially improve the overall energy conservation efforts? How?
10. Have you designated an energy conservation coordinator for your installation?
11. What feedback are you receiving to compare your performance with your agency and other Federal achievements?
12. What changes to policies and further guidance would help you to save energy?
13. What plans, if any, have been made relative to the development of an energy conservation incentive award or suggestion program?
14. What do you feel is needed in the area of information and idea exchange?
15. Are you currently exchanging, or what would you recommend as the best means of exchanging energy conservation ideas between:
  - a. local Federal agencies;
  - b. local private industry leaders;
  - c. state and local government officials;
  - d. professional associations?

### MISSION OR PROGRAM OPERATIONS

1. Has each major operational unit at your installation been issued instructions to conserve energy? If so, briefly describe.
2. Have operational functions been reduced or revised to conserve energy? If so, how? Estimated savings in BTU's per year.
3. What program impacts are anticipated if fuel prices continue to increase?

### BUILDINGS AND FACILITIES

1. In addition to those measures discussed previously and covered by FMC 74-1, Supplement 2 compliance, what other buildings and facilities energy conservation measures have you established?
2. How do you monitor your building and facilities energy conservation program?
3. Does your energy conservation plan use operational and control procedures to insure maximum energy savings and minimize peak demand at your facility?
4. Have custodial forces been used during working hours to preclude requiring unnecessary operation of utilities at night? If so, what was the result?
5. Do you employ energy efficient space utilization?

### VEHICLES AND TRANSPORTATION

1. Are all vehicles used on a pooled basis to encourage the highest level of utilization?
2. If leased vehicles exceed the ceilings established in Federal Supply Schedule, are requests justifying the need submitted to GSA?
3. What measures are you applying to various categories to reduce mileage?
  - a. GSA vehicles?
    - (1) assigned
    - (2) dispatched
  - b. Leased vehicles?
  - c. Privately owned?
  - d. Agency owned?