

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405



February 14, 1975

MEMORANDUM FOR GSA REGIONAL ADMINISTRATORS

SUBJECT: Energy Conservation Site Visit Program

The attached Site Visit package has been prepared to serve as a guideline for your participation in the Energy Conservation Site Visit Program and to provide a checklist for consistent actions among the GSA, FEA and OMB. Identical packages have been sent to the FEA Regional Administrators and Federal Executive Board Chairmen under separate cover.

To ensure that we in GSA have a common understanding of our roles and responsibilities, we will be in touch with you by conference call Wednesday, February 19, 1975, to discuss any questions or problems you may have.

I would like to emphasize again the importance of the Site Visit Program to the President's overall energy conservation program, and I urge you to expedite these visits so we can have positive and substantive results as soon as possible.

Dwight D. Eisenhower

Enclosure

The FEA Regional Administrator, with assistance from the FEB Chairman and GSA Regional Administrator, will summarize the findings of all the sites visited in his region. All Regional reports will be forwarded by May 12, 1975 to FEA Headquarters (with copies to GSA Headquarters) for analysis and preparation of the final report. Several products will result from this effort:

A publication containing innovative conservation techniques and programs proven effective in the Federal establishment. Cost savings will be included where they can be determined.

Documentation of successes in mission or program areas not covered by FMC 74-1 or other (DOD) similar directives.

Determination of what new policies should be implemented should the supply of fuel be curtailed in the future.

This information will be disseminated back to the field for continuing interchange of ideas at the local level.

NOTE: The above information has been provided as guidance for the FEB, GSA and FEA teams. Individual initiatives and deviations from these guidelines from region to region is anticipated.

REGION 1

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>CONNECTICUT</u>		
Federal Correctional Institute	Danbury	DoJ
Coast Guard Academy	New London	DoT
Naval Submarine Base	New London	DoD/ Navy
<u>MAINE</u>		
National Oceanic/Atmospheric Admin.	Boothbay Harbor	DoC
VA Hospital	Togus	VA
<u>MASSACHUSETTS</u>		
VA Hospital	Boston	VA
Main Post Office	Boston	Postal Service
JFK Federal Building	Boston	GSA
US Courthouse	Boston	GSA
US Appraisers Stores	Boston	GSA
Public Health Service Hospital	Boston	DHEW
Fort Devens	Ayer	DoD/ Army
Transportation Systems Center	Cambridge	DoT
Westover Air Force Base	Chicopee Falls	DoD/ AF
Cape Cod National Seashore	Eastham	Interior
Natick Laboratories	Natick	DoD/ Army
Air Station Cape Cod	Otis AFB	DoT
Naval Air Station	South Weymouth	DoD/ Navy
<u>NEW HAMPSHIRE</u>		
VA Hospital	Manchester	VA
Naval Shipyard	Portsmouth	DoD/ Navy
<u>RHODE ISLAND</u>		
National Marine Water	Narragansett	EPA
National Oceanic/Atmospheric Admin.	Narragansett	DoC

REGION 2

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>NEW JERSEY</u>		
Main Post Office	Newark	Postal Service
Naval Ammunition Depot	Colts Neck	DoD/ Navy
Picatinny Arsenal	Dover	DoD/ Army
Raritan Depot	Edison	EPA
Fort Monmouth	Red Bank	DoD/ Army
<u>NEW YORK</u>		
VA Hospital	Buffalo	VA
Main Post Office	Buffalo	Postal Service
US Courthouse	Buffalo	GSA
Federal Building	Buffalo	GSA
Statue of Liberty	New York	Interior
Main Post Office	New York	Postal Service
US Appraisers Stores	New York	GSA
Public Health Service Hospital	Staten Island	DHEW
Coast Guard Support Center	Governors Island	DoT
WHEC Coast Guard Cutter	Governors Island	DoT
Fort Hamilton	Brooklyn	DoD/ Army
Federal Detention Center	New York	DoJ
Maritime Administration	Kings Point	DoC
Job Corp Center	Flushing	DoL
VA Hospital	Montrose	VA

REGION 3

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>DELAWARE</u>		
Dover Air Force Base	Dover	DoD/AF
<u>MARYLAND</u>		
Public Health Service Hospital	Baltimore	DHEW
Main Post Office	Baltimore	Postal Service
Fort Meade	Baltimore	DoD/Army
Goddard Space Flight Center	Beltsville	NASA
Edgewood Arsenal	Edgewood	DoD/Army
Aberdeen Proving Ground	Aberdeen	DoD/Army
Andrews Air Force Base	Camp Springs	DoD/AF
Naval Air Test Center	Patuxent River	DoD/Navy
<u>PENNSYLVANIA</u>		
VA Hospital	Pittsburgh	VA
Main Post Office	Pittsburgh	Postal Service
Federal Building	Pittsburgh	GSA
Defense Personnel Support Center	Philadelphia	DoD/DSA
Main Post Office	Philadelphia	Postal Service
Second & Chestnut Street Building	Philadelphia	GSA
Cherry Street Federal Building	Philadelphia	GSA
US Penitentiary	Lewisburg	DoJ
<u>VIRGINIA</u>		
VA Hospital	Richmond	VA
Defense General Supply Center	Richmond	DoD/DSA
Federal Building	Richmond	GSA
Public Health Service Hospital	Richmond	DHEW
National Oceanic/Atmospheric Admin.	Norfolk	DoC
Federal Reformatory	Petersburg	DoJ
Naval Amphibious Base	Little Creek	DoD/Navy
Marine Corps Base	Quantico	DoD/Navy
Fort Myer	Arlington	DoD/Army
Fort Belvoir	Alexandria	DoD/Army
<u>WEST VIRGINIA</u>		
RFK Youth Center	Morgantown	DoJ

REGION 3 (cont.)

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>WASHINGTON, D. C.</u>		
Kennedy Center		Interior
Brentwood Garage Operation		Interior
Fort Leslie J. McNair	DoD/	DoD/Army
New Executive Office Building		GSA
HUD Building		GSA
Walter Reed Medical Center		DoD/Army
Department of Commerce		GSA
Employment Security Building		GSA
FDIC Building		GSA
Federal Building #9		GSA
Federal Building #10A		GSA
Federal Building #10B		GSA
GSA Regional Office Building		GSA
GSA Central Office Building		GSA

REGION 4

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>ALABAMA</u>		
George C. Marshall Space Center	Huntsville	NASA
Redstone Arsenal	Huntsville	DoD/Army
Maxwell Air Force Base	Montgomery	DoD/AF
<u>FLORIDA</u>		
Coast Guard Base	Miami	DoT
National Oceanic/Atmospheric Admin	Miami	DoC
Main Post Office	Miami	Postal Service
Federal Building	Miami	GSA
Kennedy Space Center	Cape Kennedy	NASA
Entomology Resident Station	Gainesville	DoA
VA Hospital	Lake City	VA
VA Hospital	Tampa	VA
<u>GEORGIA</u>		
Center for Disease Control	Atlanta	DHEW
Airport Traffic Control Tower	Atlanta	DoT
US Penitentiary	Atlanta	DoJ
Naval Air Station	Atlanta	DoD/Navy
Fort McPherson	Atlanta	DoD/Army
Main Post Office	Atlanta	Postal Service
Peachtree-Seventh Building	Atlanta	GSA
Russell Research Building	Athens	DoA
Forest Service Lab, Univ. of GA	Athens	DoA
Southeast Poultry Reservation Lab	Athens	DoA
Water Pollution Lab	Athens	EPA
Fort Benning	Columbus	DoD/Army
Warner Robins	Macon	DoD/AF
<u>KENTUCKY</u>		
Federal Youth Center	Ashland	DoJ
Job Corp Center	Camp Breckenridge	DoL
Federal Correctional Institute	Lexington	DoJ
Fort Knox	Lexington	DoD/Army
Lexington Army Depot	Lexington	DoD/Army
<u>MISSISSIPPI</u>		
Keesler Air Force Base	Biloxi	DoD/AF

REGION 4 (cont.)

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>NORTH CAROLINA</u>		
Blue Ridge Parkway	Asheville	Interior
Research Triangle	Raleigh-Durham	EPA
<u>SOUTH CAROLINA</u>		
Myrtle Beach Air Force Base	Myrtle Beach	DoD/AF
Shaw Air Force Base	Sumter	DoD/AF
<u>TENNESSEE</u>		
Defense Depot	Memphis	DoD/DSA
Oak Ridge Operations Office	Oak Ridge	AEC
Federal Building	Oak Ridge	GSA

REGION 5

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>ILLINOIS</u>		
Dirksen Building	Chicago	GSA
Main Post Office	Chicago	Postal Service
Public Works Center	Great Lakes	DoD/ Navy
VA Hospital	Hines	VA
US Penitentiary	Marion	DoJ
<u>INDIANA</u>		
Job Corp Center	Atterbury	DoL
US Penitentiary	Terre Haute	DoJ
<u>MICHIGAN</u>		
Main Post Office	Detroit	Postal Service
Job Corp Center	Detroit	DoL
Soil Conservation Service	East Lansing	DoA
Federal Correctional Institute	Milan	DoJ
Wurtsmith Air Force Base	Oscoda	DoD/AF
U S Army Tank-Automotive Command	Warren	DoD/Army
<u>MINNESOTA</u>		
VA Hospital	Minneapolis	VA
Main Post Office	Minneapolis	Postal Service
Federal Building	Minneapolis	GSA
Superior National Forest	Duluth	DoA
Duluth Air Force Base	Duluth	DoD/AF
Federal Correctional Institute	Sandstone	DoJ
<u>OHIO</u>		
VA Hospital	Cleveland	VA
Lewis Research Center	Cleveland	NASA
Main Post Office	Cleveland	Postal Service
Celebreeze Federal Building	Cleveland	GSA
National Park Service	Cincinnati	Interior
Job Corp Center	Cincinnati	DoL
Disabled American Veterans Bldg.	Cincinnati	EPA
Main Post Office	Cincinnati	Postal Service
Federal Building	Cincinnati	GSA
Mound Laboratory	Dayton	AEC
Defense Electronics Supply Center	Dayton	DoD/DSA
Wright Patterson Air Force Base	Dayton	DoD/AF

REGION 5 (cont.)

Facility

Location

Dept/
Agency

WISCONSIN

Green Bay Wildlife Refuge
Forest Service, Eastern Region
VA Building

Green Bay
Milwaukee
Milwaukee

Interior
DoA
GSA

REGION 6

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>ARKANSAS</u>		
VA Hospital	Little Rock	VA
Federal Building	Little Rock	GSA
<u>LOUISIANA</u>		
Public Health Service Hospital	New Orleans	DHEW
Main Post Office	New Orleans	Postal Service
Federal Building & Courthouse	New Orleans	GSA
<u>NEW MEXICO</u>		
Albuquerque Indian School	Albuquerque	Interior
PHS-Indian Health Service Hospital	Albuquerque	DHEW
Job Corp Center	Albuquerque	DoL
Main Post Office	Albuquerque	Postal Service
Federal Building	Albuquerque	GSA
Institute of American Indian Arts	Santa Fe	Interior
Northern Pueblos Agency	Santa Fe	Interior
PHS-Indian Health Service Hospital	Gallup	DHEW
Los Alamos Scientific Laboratory	Los Alamos	AEC
Cannon Air Force Base	Clovis	DoD/AF
Kirtland Air Force Base		DoD/AF
<u>OKLAHOMA</u>		
Concho School	El Reno	Interior
Federal Reformatory	El Reno	DoJ
Fort Sill	Lawton	DoD/Army
Naval Ammunition Depot	McAlester	DoD/Navy
<u>TEXAS</u>		
Amarillo Helium Plant	Amarillo	Interior
Naval Air Station	Corpus Christi	
Main Post Office	Dallas	Postal Service
Air Route Traffic Control Center	Fort Worth	DoT
Federal Correctional Institute	Fort Worth	DoJ
US Courthouse	Fort Worth	GSA
National Oceanic/Atmospheric Admin.	Galveston	DoC
Johnson Space Center	Houston	NASA
Fort Hood	Killeen	DoD/Army



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

FEB 14 1975

MEMORANDUM FOR FEDERAL EXECUTIVE BOARD CHAIRMEN

Subject: Energy Conservation Site Visits

This is a follow-up to my memorandum of December 23, 1974, concerning the Energy Conservation Site Visitation Program.

This memorandum has been prepared to ensure that you have a better understanding of the purpose and objectives of this program, and especially the specific role of the Federal Executive Boards. Accordingly, this will serve as a guideline for your participation in this program.

The Federal Executive Boards are expected to assist and support as appropriate FEA/GSA in the implementation of this program as follows:

- ° Ensuring participation and cooperation of member agencies.
- ° Providing representation on teams that will be visiting various Federal facilities - FEB energy conservation committee may be of assistance in this area.
- ° Reviewing with FEA/GSA Regional Administrators the site selection schedule.
- ° Providing a Federal forum for the FEA and GSA Regional Administrators to inform and discuss the purpose and scope of these visits with other Federal officials in your area.

The lead responsibility for the site visitation program rests with FEA and GSA with strong support from all the Federal Executive Boards. The FEA and GSA Regional Administrators will contact you shortly regarding program details and arrangements for a FEB meeting to discuss the specifics attendant to the energy site visitations.

REGION 6 (cont.)

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>TEXAS (cont.)</u>		
Job Corp Center	McKinney	DoL
Goodfellow Air Force Base	San Angelo	DoD/AF
Brooks Air Force Base	San Antonio	DoD/AF
Job Corp Center - Gary AFB	San Marcos	DoL
Federal Correctional Institute	Seagoville	DoJ
Red River Army Depot	Texarkana	DoD/Army
Sheppard Air Force Base	Wichita Falls	DoD/AF
Big Bend National Park		Interior

REGION 7

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>KANSAS</u>		
US Penitentiary	Leavenworth	DoJ
Animal & Plant Health Inspection	Topeka	DoA
<u>MISSOURI</u>		
VA Hospital-Jefferson Barracks	St. Louis	VA
Jefferson National Expansion Memorial	St. Louis	Interior
US Army Troop Support Command	St. Louis	DoD/Army
Scott Air Force Base	St. Louis	DoD/AF
Main Post Office	St. Louis	Postal Service
Federal Records Center	St. Louis	GSA
Federal Building	St. Louis	GSA
Main Post Office	Kansas City	Postal Service
Job Corp Center	Excelsior Springs	DoJ
Forest Service	Springfield	DoA
Medical Center for Federal Prisoners	Springfield	DoJ
<u>NEBRASKA</u>		
Animal & Plant Health Inspection	Lincoln	DoA
Federal Building	Lincoln	GSA

REGION 8

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>COLORADO</u>		
Fitzsimmons General Hospital	Denver	DoD/Army
Lowry Air Force Base	Denver	DoD/AF
Main Post Office	Denver	Postal Service
Federal Building & Courthouse	Denver	GSA
FAA Denver Center	Longmont	DoT
Federal Youth Center	Englewood	DoJ
Fort Carson	Colorado Springs	DoD/Army
Peterson Field	Colorado Springs	DoD/AF
NBS/NOAA	Boulder	DoC
Pueblo Army Depot	Pueblo	DoD/Army
<u>MONTANA</u>		
Public Health Service Hospital	Hamilton	DHEW
<u>NORTH DAKOTA</u>		
VA Hospital	Fargo	VA
Federal Building & Courthouse	Fargo	GSA
<u>SOUTH DAKOTA</u>		
Ellsworth Air Force Base	Rapid City	DoD/AF
EROS Center	Sioux Falls	Interior
<u>UTAH</u>		
Defense Depot	Ogden	DoD/DSA
Forest Service Area Office	Ogden	DoA
Federal Building	Salt Lake City	GSA
VA Hospital	Salt Lake City	VA
<u>WYOMING</u>		
Yellowstone National Park	Mammoth Hot Springs	Interior

REGION 9

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>ARIZONA</u>		
Lake Mead National Recreation Area	Lake Mead	Interior
Willow Beach National Fish Hatchery	Lake Mead	Interior
Job Corp Center	Phoenix	DoL
Federal Building & Courthouse	Phoenix	GSA
Federal Prison Camp	Safford	DoJ
Soil Conservation Service	Tucson	DoA
<u>CALIFORNIA</u>		
Job Corp Center	Los Angeles	DoL
Los Angeles Air Force Station	Los Angeles	DoD/AF
Main Post Office	Los Angeles	Postal Service
Construction Battalion Center	Port Hueneme	DoD/Navy
VA Hospital	Long Beach	VA
Public Health Service Hospital	San Francisco	DHEW
Coast Guard Station	San Francisco	DoT
Main Post Office	San Francisco	Postal Service
Federal Building	San Francisco	GSA
The Presidio	San Francisco	DoD/Army
Oakland International Airport	Oakland	DoT
Federal Correctional Institute	Terminal Island	DoJ
National Oceanic/Atmospheric Admin.	Tiburon	DoC
Stanford Linear Accelerator	Palo Alto	AEC
Colusa Wildlife Refuge	Colusa	Interior
Oakland Center	Fremont	DoT
Agriculture Research Service	Fresno	DoA
Federal Building & Courthouse	Fresno	GSA
Federal Correctional Institute	Lompoc	DoJ
Castle Air Force Base	Merced	DoD/AF
Camp Pendleton	Oceanside	DoD/Navy
Federal Youth Center	Pleasanton	DoJ
Communications Station	Point Reyes	DoT
Mather Air Force Base	Sacramento	DoD/AF
Fort Ord	Salinas	DoD/Army
VA Hospital	San Diego	VA
Naval Air Station North Island	San Diego	DoD/Navy
Ames Research Center	Santa Clara Cty	NASA
Defense Depot	Tracy	DoD/DSA
Naval Shipyard - Mare Island	Vallejo	DoD/Navy

REGION 9 (cont.)

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>HAWAII</u>		
Hickam Air Force Base	Honolulu	DoD/AF
Schofield Barracks	Honolulu	DoD/Army
Fort Shafter	Honolulu	DoD/Army
Main Post Office	Honolulu	Postal Service
<u>NEVADA</u>		
Lahonton National Fish Hatchery	Gardnerville	Interior

REGION 10

<u>Facility</u>	<u>Location</u>	<u>Dept/ Agency</u>
<u>ALASKA</u>		
Elmendorf Air Force Base	Anchorage	DoD/AF
Indian Hospital	Anchorage	Interior
Anchorage Center	Anchorage	DoT
FAA Control Tower - Elmendorf AFB	Anchorage	DoT
US Post Office & Courthouse	Anchorage	GSA
National Oceanic/Atmospheric Admin.	Juneau	DoC
Indian Hospital	Kotzebue	Interior
Indian School	Wrangel	Interior
<u>IDAHO</u>		
Mountain Home Air Force Base	Mountain Home	DoD/AF
Dworshak National Fish Hatchery	Ahsahka	Interior
<u>OREGON</u>		
VA Hospital	Portland	VA
Ross Complex	Portland	Interior
Area Office - BIA	Portland	Interior
Main Post Office	Portland	Postal Service
US Courthouse	Portland	GSA
WLB Coast Guard Cutter	Astoria	DoT
Job Corp Center - Tongue Point	Astoria	DoL
Spring Creek National Fish Hatchery		Interior
<u>WASHINGTON</u>		
Public Health Service Hospital	Seattle	DHEW
Port Safety & Security Station	Seattle	DoT
Main Post Office	Seattle	Postal Service
Federal Building	Seattle	GSA
Seattle Center	Auburn	DoT
Puget Sound Naval Shipyard	Bremerton	DoD/Navy
US Penitentiary	McNeil Island	DoJ
Loran Station - Point Grenville	Moclips	DoT
Geological Survey	Tacoma	Interior
Fort Lewis	Tacoma	DoD/Army
McChord Air Force Base	Tacoma	DoD/AF
VA Hospital	American Lake	VA

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

Headquarters agencies have been contacted concerning this program and have agreed to inform their respective field offices to provide support to move this effort forward. Attached is a detailed FEA/GSA program package.

As previously stated, we consider this an important effort. The energy conservation site visits program is designed to reinforce the importance of energy conservation, to identify effective and innovative energy saving techniques which can be shared within the Federal community, and to assess the overall effectiveness of the program at the field level. The visits should focus on the positive initiatives the facility has taken to conserve energy and in no way should be conducted as an auditing or policing of the facilities energy reduction program.

The information and findings gathered by the teams will be reviewed by the FEA/GSA Regional Administrators who will prepare a final report for the FEA central office. This information will then be analyzed and distributed back out to FEBs and agency installations for use in expanding their own programs.

Vince

Vincent Puritano
Deputy Associate Director
for Intergovernmental Relations
and Regional Operations

Attachment

- b. Leased vehicles?
 - c. Privately owned?
 - d. Agency owned?
 - 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

8. 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)	_____	_____

DISCUSSION POINTS TO BE
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.

PROPOSED AGENDA FOR VISIT

- | | |
|---------------|--|
| 10:00 - 11:00 | Facility presents its energy conservation program - all persons participate |
| 11:11 - 12:00 | General Discussion on Energy Conservation <ul style="list-style-type: none">. Unique Problems/Solutions. Distribution of Instruction from Washington. How could the Federal Program be improved |
| 12:00 - 1:00 | Lunch |
| 1:00 - 2:30 | Break up into small groups <ul style="list-style-type: none">. Buildings personnel discuss building area. Vehicle management officials discuss vehicle program. Employee parking can either be discussed as a separate subject or as part of the buildings management discussion |
| 2:30 - 3:00 | General Wrap-Up - Exit Review (all participate) |

This format is provided only as a guide. Each facility visitation team will develop his own format, but the above can serve as a guide if he should ask how long the visit will take or what should be the format.



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

To: Heads of Bureaus and Offices,
Regional Directors

From: Under Secretary

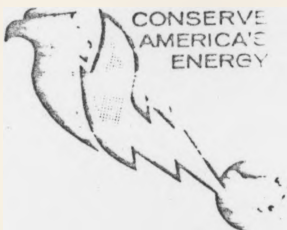
Subject: Energy Conservation Site Visits

John W. White

The Federal Energy Administration, General Services Administration and Federal Executive Boards will be conducting a series of energy conservation visits to certain Federal facilities around the country. Their purpose will be to help assess the level of achievement the Federal community has recorded in meeting the President's conservation goal and to identify energy saving techniques which can be shared within the Federal family and with the private sector.

These visits are very timely and necessary. We have achieved some very significant energy reductions in the Federal government, and the report which results from the energy conservation visits should prove to be a very effective way to publicize the results of our efforts.

It is expected that the conservation visits will start in January 1975, and that it will not take more than one day at any particular facility. The visitation team will consist of local personnel from FEA, GSA, and the FEB, who have expertise in the areas to be studied. In order to make the study as effective as possible, a representative from the applicable bureau regional office should also participate in these visits. Approximately 40 Department of the Interior installations are expected to be visited throughout the country. It is requested that all installations under your control be advised of these visits as soon as possible. I believe the Department of the Interior has performed admirably in its Energy Conservation Program, and I expect this study will clearly prove this to be a fact. Your complete cooperation is requested with these study teams if and when they visit your facility.



Save Energy and You Serve America!



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20201

Mr. Dwight A. Ink
Acting Administrator
General Services Administration
Washington, D. C. 20405

Dear Mr. Ink:

This will acknowledge receipt of your joint GSA/FEA memorandum of December 13 requesting our cooperation in furthering actions to improve energy consumption in our facilities. As you know we have had several of our facilities engineering staff working with your task group in developing the format for a survey effort by members of the Federal Executive Board.

You may be assured that we will support this program and other productive enterprises which will further the sensible use of critical energy resources in furtherance of the President's Federal Energy Program.

We are and will continue to pursue every possible productive avenue which will reduce consumption in the Federal establishment and provide incentives to our employees, both at work and at home, to promote savings in the cost of day-to-day operations.

Sincerely yours,

Gerrit D. Fremouw, P.E.
Director, Office of Facilities
Engineering and Property Management

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ADJUTANT
GENERAL
FILES

4



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

WASHINGTON, D.C. 20546

OFFICE OF THE ADMINISTRATOR

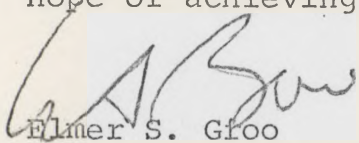
Mr. Dwight A. Ink
Acting Administrator
General Services Administration
Washington, DC 20405

Mr. Roger W. Sant
Assistant Administrator
Energy Conservation and Environment
Federal Energy Administration
Washington, DC 20461

Subject: Energy Conservation Site Visits

Reference your memorandum, same subject, dated December 13, 1974. The National Aeronautics and Space Administration wishes to participate in the site visitation program as outlined in your memorandum, and the participating NASA field installations have been advised of the visits. (See enclosed copy of correspondence sent to each field installation.)

The goals of the site visitation program appear to be both timely and beneficial for the Federal Energy Conservation Program, and we offer you our cooperation in the hope of achieving productive results.


Elmer S. Gfroo
Associate Administrator for
Center Operations

Enclosure

AD-Swann

JAN 16 1975

Ar. Gfroo RO

RECEIVED
GSA
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ADMINISTRATOR'S
MAIL & FILES



DE

INSTALLATIONS AND LOGISTICS

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301

SE
Reply to be
Forwarded by: AD -Swann
Examine
Date sent:
✓ Appra For
Information
Date of entry
Date of receipt of
Date of
From: A - Fandk
8 JAN 1975
AC
REPLY DUE:

Mr. Roger Sant
Asst. Administrator
Conservation & Environment
Federal Energy Administration
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20461

Dear Mr. Sant:

Attached is the DoD's plan for hosting energy conservation visits at our installations, which you requested in your memorandum of 13 Dec 1974. This plan should insure productive visits for the Federal Executive Boards as well as provide adequate support to the Boards in conducting their visits.

I appreciate your comments on the DoD's support of the President's energy conservation program and would like to suggest, from our experience in conducting similar surveys, that a pilot survey may be very useful in validating check lists, procedures and improving the efficiency of the overall effort. It may be prudent, in that we have many different agencies involved in this effort, to start these visits by singling out one of the twenty-five Boards as a pilot survey and use the results to determine if we should modify our procedures before we initiate total effort.

Sincerely,

(Signed Arthur I. Mendolia).
ARTHUR I. MENDOLIA
Assistant Secretary of Defense
(Installations & Logistics)

Enclosure a/s

cc: OMB

GSA

3

MR. J. LEWIS

1-13-75

EL

C-MR. CARRICO

-MR. PETERS

-MR. SMITH

1-13-75

EL

Energy Conservation Site Visits

Assistant Secretary for Administration

Commandant, United States Coast Guard
Federal Aviation Administrator

As a means of assessing the Federal energy conservation program, representatives from the Federal Energy Administration (FEA), General Services Administration (GSA) and Federal Executive Boards (FEB) will visit certain of our field facilities beginning this month. The attached memorandum of December 13, 1974, from FEA provides additional information on this matter.

I would like to stress the importance of these visits and request that you give the visiting team your full support and cooperation.

/S/ WILLIAM S. HEFFELFINGER

William S. Heffelfinger

Attachment

cc: TAD-65
TAD-60
TAD-1
FEAV

TAD-65:LRShipp:ck:64243:1/7/75

ENCOURAGING!
EL

Rec'd femp
JAN 13 1975

C 4/10

FEDERAL ENERGY ADMINISTRATION

WASHINGTON, D.C. 20461

FEB 14 1975

MEMORANDUM

Subject: Energy Conservation Site Visits

From: Roger W. Sant *RS*
Assistant Administrator
Energy Conservation and Environment

To: Regional Administrators

Throughout the brief life of the Federal Energy Management Program, it has been apparent that there is a need to see and discuss energy conservation strategies at the local level. Some very profitable field site visits by FEMP headquarters personnel during FY 1974 served to strengthen this conviction. We are now prepared to implement this portion of the FEMP activity on a national basis.

The desired results are to assess the level of achievement the Federal Government has recorded in meeting the President's energy conservation goals and to identify energy saving techniques which can be shared among all Federal agencies and with the private sector.

These visits are timely and necessary. We have achieved some very significant energy reductions in the Federal Government and the final report should be a very effective way to publicize our solid success.

Enclosed is a statement of program purposes, objectives and agency responsibilities. These have been agreed to by FEA, the General Services Administration headquarters and the Office of Management and Budget, on behalf of the Federal Executive Board Chairmen. These materials are simultaneously being sent to GSA Regional Administrators and FEB Chairmen.

While the site visitation is a joint effort, and it is imperative that we work in concert with GSA and the Federal Executive Boards, the FEA Regional Administrator has the lead policy role and overall program coordination responsibility.

This is an opportunity to get out front in the national conservation and demonstration effort. I believe you will see that this effort will complement the multi-year program intended to achieve further energy efficiencies in Federal operations.

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As a follow up to my letter of February 11, 1975, I am also enclosing an implementation manual to assist you and your program managers. Additionally, we are planning a conference call with all Regional Administrators next week to discuss specific aspects of this program and to try to answer your questions.

Would you please give Paul Brumby (202) 961-7068, the name and telephone number of the staff person you have assigned to this program, so we have a specific regional contact in addition to yourself.

Enclosures

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ATTACHMENTS

- A. Energy Conservation Site Visit Program
- B. List of Facilities
- C. Energy Conservation Survey Guidelines
- D. Discussion points to be Mailed to Facilities in Advance of Site Visit
- E. Proposed Agenda
- F. Agency Letters to Field Installations
- G. List of FEA Regional Administrators
- H. List of GSA Regional Administrators
- I. List of FEB Chairmen
- J. List of Federal Executive Associations

ENERGY CONSERVATION SITE VISIT PROGRAM

This document has been prepared to ensure that all parties have a common understanding of the purposes and objectives of the Energy Conservation Site Visit Program, the roles and responsibilities of the Federal Energy Administration, the General Services Administration, and Federal Executive Boards, and the specific actions required to ensure a successful program. Accordingly, this will serve as a guideline for your participation in the program and as a checklist for consistent actions.

Purpose

The Energy Conservation Site Visit Program is designed to reinforce the importance of energy conservation, to identify effective and innovative energy saving techniques which can be shared within the Federal community, and to assess the overall effectiveness of the program at the field level. The visits should focus on the positive initiatives the facility has taken to conserve energy and in no way should be conducted as an auditing or policing of the facility's energy reduction program.

Objective

The objective of the Energy Conservation Site Visit Program is to compile an inventory of effective, proven energy conservation techniques which can be disseminated throughout the Federal Government and the private sector by July 1, 1975.

In addition, this program will:

1. Establish an ongoing mechanism for instituting and/or improving energy conservation programs within the Federal establishment;
2. Develop a better dialogue and understanding of the Federal energy conservation ethic among federal field installation personnel;
3. Develop a better understanding of the creative initiatives taken by individual facility managers in reducing their energy consumption;
4. Identify issues and problems;
5. Determine if new policies are necessary and what new policies should be implemented should the supply of fuels be curtailed in the future; and

6. Assure the Presidential goal of 15% reduction in energy consumption for Fiscal Year 1975 is reached per October 18, 1974 memorandum.

At the conclusion of this initial effort, the results will be analyzed and disseminated back to the field offices for the continuing interchange of ideas at the local level.

Roles and Responsibilities

The FEA, GSA, and FEB's (and Federal Executive Associations in some areas) each have distinct but critical roles in the Energy Conservation Site Visit program.

FEA will be responsible for:

- Lead agency energy policy guidance and overall program coordination

- Relationship to other parts of Presidential energy program

- Public Affairs

GSA will be responsible for:

- Providing the operational leadership and technical expertise necessary to accomplish the visits

- Providing local leadership and support in those cities beyond reasonable travel distances from the FEB cities.

The FEB organization will be responsible for:

- Ensuring participation and cooperation of member agencies.

- Providing representation on teams that will be visiting various Federal facilities - FEB energy conservation committee may be of assistance in this area.

- Reviewing with FEA and GSA Administrators the site selection schedule.

- Providing a forum for the FEA and GSA Administrators to inform and discuss the purpose and scope of these visits with other Federal officials in your area.

Program Plan

During the week of February 17, each FEB Chairman located in the regional city will host a joint FEA/GSA/FEB meeting, where details attendant to the site visitation program will be discussed. At this meeting, the site list will be presented, a determination made as to the skills needed by the team members, a schedule for the visits drawn up, and the participation of the Federal Executive Associations determined. This meeting should also cover site visit procedures, the survey guidelines and the reporting procedures.

In determining team membership, care should be taken to ensure that the team member level of expertise is consistent with that of the facility personnel visited and that program expertise is likewise matched (i. e. for a visit to a VA hospital, a hospital facility manager for HEW could represent the FEB). Although the size and specific expertise of each team will vary according to the type of facility visited, all teams should have at least three members, consisting of:

- a generalist familiar with the type of facility to be visited;
- a buildings person familiar with the type of facility to be visited; and
- a vehicles person familiar with motor pool operations.

The FEA or GSA RA's, or their designees, should then contact the heads of the facilities selected and make all administrative arrangements for the site visits. The FEA or GSA RA's or their designees, will send to each selected site a list of items that the facility should prepare for the visit. This letter should also confirm the date, time, purpose of the visit and names/positions of team members.

In conducting the site visit, the visitation team will use the survey guide (Attachment C) which has been provided. A suggested agenda for the visit has been provided (Attachment E), however, it should be tailored to the particular facility visited. Smaller facilities will take less time than a major facility, which might take a full day. Copies of the completed survey should be signed and retained by the team leader and the facility manager. All documentation requested by the FEA or GSA RA's or his designee should be collected and made a part of the visit package.

Each team will be responsible for the preparation of site visit reports as soon as possible after the completion of each visit. These reports should be submitted to the FEA Regional Administrator and the GSA Regional Administrator and the FEB Chairmen.