



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON PICATINNY ARSENAL**  
**119 BUFFINGTON ROAD**  
**PICATINNY ARSENAL NJ 07806-5000**

AMIM-PIG-ZA

16 August 2022

**MEMORANDUM FOR Picatinny Arsenal Community**

**SUBJECT: U.S. Army Garrison, Picatinny Arsenal Policy Memorandum #25, Command Policy for Energy Conservation**

1. **PURPOSE.** To establish an energy policy throughout the Picatinny Arsenal Community.
2. **REFERENCES.**
  - a. Energy Policy Act of 2005, 8 August 2005
  - b. Energy Independence and Security Act, 2007
  - c. Executive Order 13423, Strengthen Federal Environmental, Energy, and Transportation Management
  - d. IMCOM Building Energy Manager Program, Building Energy Monitor Handbook, 14 Dec 2016
  - e. Department of the Army, Office of the Assistant Secretary of the Army for Installations, Energy and Environment. February 2022. United States Army Climate Strategy. Washington, DC.
3. **SCOPE.** Setting Energy Conservation measures, responsibilities and procedures for everyone on the installation.
4. **POLICY.** This policy applies to all base operations and tenant organizations occupying government buildings on Picatinny Arsenal.
  - a. **Computers and Office Equipment:** Office equipment is the fastest growing use of electricity in commercial buildings in the United States, accounting for 7% of all commercial-sector power consumption.

Effective immediately, the following procedures/directives will be followed:

- (1) Printers, fax machines, scanners, copiers and similar devices will be turned off at the end of each day or programmed for energy-saving/sleep mode.

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(2) Devices used in conference rooms and video-conferences will be turned off when not in use.

(3) Monitors and other desktop auxiliary equipment will be powered off at the end of each day, and/or controlled to turn off with a smart power strip when the occupant is away from the desk.

(4) Building communication rooms and interior communication equipment (e.g. routers, hubs, controllers, MODEMs and multiplexers) will NOT be turned off for any reason.

(5) The Picatinny Network Enterprise Center (NEC) has directed that all PCs must remain on overnight and on weekends to facilitate updates. However all Energy Star qualified IT equipment will be configured to enter low-power or sleep mode after a maximum of 30 minutes of inactivity during normal business hours. Spending a large portion of time in low-power mode not only saves energy, but helps equipment run cooler and last longer. Reducing the energy use of all equipment inside the envelope of the buildings also reduces the load on other HVAC equipment conditioning the spaces throughout buildings thereby also further reducing energy use.

b. Electrical Use:

(1) Off-hour interior and exterior lighting will be reduced and/or eliminated except when it is essential for the safety and security purposes as required by AR 190-11. If lighting is required, use of motion sensor controls will be evaluated for cost effectiveness.

(2) Refrigerators are authorized in work and office areas and are sized based-on one cubic foot per person for the number of personnel supported. Refrigerators which are intended for only one person's use are prohibited. Exceptions are allowed for General Officers and Commanders who have conference room meeting requirements. Examine overall condition of refrigerators and their installation and rectify any findings promptly. Look for items such as the need to defrost, replace door gaskets, cleaning of the heat exchanger and blocking of ventilation pathways when conducting the inspections.

(3) Personally owned appliances such as small appliances that serve only one or two people, including microwaves, coffee pots and other appliances are prohibited.

(4) Use of incandescent lamps is prohibited. They are to be replaced by high efficiency lamps such as Compact Fluorescent Lights (CFL) or Light Emitting Diode (LED) types. For every Watt of power:

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(a) If a lighting fixture is unable to accept a high efficiency replacement lamp, and requires only an incandescent lamp, that fixture is to be replaced with a suitable efficient replacement fixture.

(5) Motion controlled power strips can be installed and used to power equipment that can be easily be forgotten when users are away from their desk. The equipment can automatically cycle the load on or off as required. Use of these devices is encouraged to help manage appliances that use electricity even when they are "off" by going into standby mode. By plugging in computer related equipment (such as monitors, and printers), small transformers (such as cell phone chargers, battery chargers) and other small loads the sustained total draw will be reduced.

c. Heating, Ventilation and Air Conditioning (HVAC)

(1) Space temperatures based on Picatinny and Army policies are:

<b>HEATING</b>		
<b>Type of Room</b>	<b>Occupied Temp</b>	<b>Unoccupied Temp</b>
Occupied Working and Living Spaces	70°F ±2°F	55°F ±5°F
Warehouses and Maintenance Bays Spaces (if frequently occupied on a daily basis)	60°F ± 5°F	45°F ± 5°F
Warehouse Spaces (if infrequently occupied on a daily basis, and does not need freeze protection)	Do Not Heat	Do Not Heat

<b>COOLING</b>		
<b>Type of Room</b>	<b>Occupied Temp</b>	<b>Unoccupied Temp</b>
Occupied Working and Living Spaces	76°F ± 2°F	85°F ± 5°F
Storage, equipment rooms, garages	Unconditioned	Unconditioned
IT and other heat-sensitive equipment: Based on manufacturer's recommendaiton. Typically:	76°F ± 2°F in an occupied working space	78°F ± 2°F without people present

(1) Operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above.

(a) Note: In the spring and the fall (between the heating and cooling seasons) many buildings at Picatinny Arsenal experience space temperatures that are cooler or warmer than usual. The temperature variations observed are due to the nature of the

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HVAC systems at Picatinny. Always dress appropriately for the season, and be prepared for larger than usual space temperature swings during these seasonal transitions.

(b) Unless granted a medical exception (in accordance with section 4.c.3 below) the use of space heaters during the seasonal heating and cooling transition periods is prohibited.

(c) If a Building Manager determines that a building or a portion of a building consistently does not meet the minimum space temperature, then the Building Manager on record with Picatinny DPW can request a Service Order to the site HVAC contractor to evaluate the space temperature. If it is determined that the existing building HVAC system cannot meet the space temperatures of  $70^{\circ}\text{F} \pm 2^{\circ}\text{F}$ , the DPW will review options for supplemental heating.

(2) If use of a space heater or portable HVAC equipment is justified by medical conditions, written approval must be obtained from one's supervisor after the need has been justified and then a copy of the supervisor's approval must be sent to the Building Manager.

(3) Only if a space heater is required by section (2) or (3) above:

(a) All devices (heaters) must be UL-approved, oil filled, temperature regulated, with safety switches including both tip-over and automatic shut-off safety switches.

(b) For fire prevention purposes the heater must be located with proper clearances to combustible materials.

(c) The equipment shall be operated only during occupied periods.

(d) Heaters may not be plugged into extension cords, power strips, or outlets in cubicle walls.

(e) Before use of the space heater, the Building Manager will issue a Service Order for a "Space Heater Inspection". This inspection will include an electrical inspection of the area including installation of any new outlets for the space heater where required.

(4) Ventilation: Building ventilation is designed to provide the correct amount of fresh air for building occupants. Central ventilation is often controlled remotely and turned off when the building is unoccupied.

b. Procurement and ENERGY STAR:

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(1) AR 25-1, paragraph 6-2.f. requires all purchased appliances, office equipment, IT equipment, computers, printers, copiers, faxes, heating and cooling equipment, HVAC, shall be ENERGY STAR rated for any new or replacement applications provided ENERGY STAR equipment is available.

(2) This is a mandatory requirement and exceptions to this rule must be submitted in writing with full justification by the organization's senior leader.

c. Vehicles:

(1) Engines will be turned off when vehicles are parked unless maintenance operations require the engine to be running.

d. Energy Awareness:

(1) Keep doors and windows closed when heating and/or cooling systems are operating.

(2) Ensure furniture, drapes, or files (etc.) do not obstruct air registers and grilles.

(3) If background light and task lighting is adequate, be alert for opportunities to turn off area wide indoor lighting.

(4) In the winter, take advantage of the sun for free heating and lighting by opening blinds, and pulling back drapes.

(5) In the summer, prevent solar gain by utilizing window shading to block the heat.

(6) Maximize the use of task lighting and reduce overhead lighting when possible.

(7) "Turn it off when not in use"; this applies to any and all devices, equipment and lighting.

(8) Dress appropriately for the season.

e. Water Conservation Awareness:

(1) Turn off all fixtures after use, eliminate wasting water.

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(2) Report all leaks to the Service Order Desk (e.g. faucets, showers, toilet fixtures).

(3) Do not leave water running unnecessarily.

(4) Do not use water for once-through cooling. "Once-through cooling" means running clean water for process and/or cooling equipment and then discharging the water to a drain. If there is such an application, contact the Energy Office to conduct an evaluation.

f. Building-Level Energy Use:

(1) Directors are to designate a Building Energy Monitor (BEM) for each building to be the contact person for building energy use. Unless otherwise appointed, the Building Manager serves as the BEM.

(2) Periodic training will be scheduled for the BEMs.

(3) The BEM will be the main contact for communicating with building occupants regarding reports on building-level energy use, and arsenal-wide and building-level energy projects.

(4) The BEM can contact the Energy Office for assistance with energy inspections and with suggestions for improving building energy efficiency.

g. Requests for exceptions to this policy must be submitted in writing with full justification to the Director of the Directorate of Public Works (DPW).

2. PROPONENT: Point of contact for this policy, the Energy Manager,  
J. Robert van den Hende CEM, 973-724-2803 or jan.r.vandenhende.civ@army.mil.

ALEXANDER D. BURGOS  
LTC, MI  
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