



DEC 6 2005

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS, PBS

FROM:

DAVID L. WINSTEAD
COMMISSIONER (P)

A handwritten signature in black ink that reads "David L. Winstead".

SUBJECT:

Presidential Directive on Energy and Fuel Conservation by
Federal Agencies

On September 26, 2005, President Bush issued a directive to the heads of executive departments and agencies to take appropriate actions to conserve natural gas, electricity, gasoline, and diesel fuel at their facilities to the maximum extent consistent with the effective discharge of public responsibilities. This is in response to the recent hurricane activity in the Gulf Coast region and the President's direction for the federal government to conserve fuel (see attached Presidential Directive).

The President expects that all managers of Federal Government sites be diligent in the pursuit of energy conservation. Certain regional facility managers will have a higher risk of shortage impacts and must be especially aggressive to minimize them. Further, all regional facility managers in Federal sites in regions where natural gas shortages are possible should conserve, especially in periods of peak consumption during the upcoming winter season.

This memorandum transmits a three-part internal facility emergency energy Action Plan which contains the following elements:

1. Internal PBS facility operations and projects with quick impact;
2. Customer Outreach initiatives to reduce energy consumed by building mechanical and lighting equipment; and,
3. Suggested workplace practices for tenants.

Internal Facility Operations & Quick-Impact Projects

Information has been already been transmitted to your regional energy coordinators identifying building energy consumption sorted from the highest consumption levels to the lowest. Funds permitting projects will be funded according to their impact. Our priority is to invest in projects that can be implemented quickly for the top **energy**-consuming buildings. There are many other operational changes that do not directly affect our customers' operations outlined in the Action Plan. All of these ideas should be considered as you develop aggressive local implementation plans.

Customer Outreach Initiatives

This guidance does not set uniform solutions for all buildings, because our customers' functions and missions vary widely. However, we must conserve energy—30% of the energy consumed in our buildings is for lighting, and 25% is for space heating. There is no one solution that will not inconvenience customers and conserve energy. We look to you for the creative solutions, and expect that you will work with the building tenants to create local solutions that accomplish both their mission needs and the government-wide goal of reducing energy consumption. One of our roles will be to share with all regions the good ideas from any source. The Action Plan describes the four main possibilities in this arena.

Workplace Practices for Tenants

Energy awareness materials will be sent to you specifically for things tenants can do to reduce consumption. Many are outlined in our letter to customers (copy attached). We encourage you to adapt and re-use this letter on a regional and local, building or site level. It is important that you also display these awareness materials as part of the way we communicate with our tenants. In this portion of our efforts, the relationships that PBS associates have developed locally will have the greatest effect. Without the personal, local contact, we are unlikely to see significant change in people's behavior.

We are already receiving good plans from regional staff, addressing the internal operations changes we can make without affecting customers' operations, and good ideas for quick-impact projects. Now is the time to begin developing plans to discuss this matter with customers locally, and to jointly develop plans for energy reduction.

If you have any questions related to this effort, please contact Sam Hunter, Kevin Kampschroer, or Mark Ewing. The entire energy staff of the Office of Applied Science is available as well.

Thank you in advance for your cooperation.

Attachments:

1. Presidential Directive
2. GSA Fact Sheet and Action Plan on the Presidential Directive to Reduce Energy and Fuel Consumption by Federal Agencies
3. PBS Draft Letter to GSA Customers
4. Reporting Guidance and Suggested Energy and Fuel Conservation Guidance Based on Department of Energy's Recommendations
5. GSA's response to the Department of Energy on its agency plan to conserve energy starting November 1 through April 30, 2006
6. Talking Points on the Presidential Energy Directive for Regional Administrators and PBS Assistant Regional Administrators

cc: Regional Administrators