



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 4100.9A
ASN(I&E)

01 OCTOBER 2001

SECNAV INSTRUCTION 4100.9A

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) SHORE ENERGY MANAGEMENT

Ref: (a) National Energy Conservation Policy Act, as amended
(42 U.S.C. 8251 et seq.)
(b) Executive Order 13123 of 3 Jun 99 (NOTAL)
(c) DoD Instruction 5126.47, Department of Defense Energy
Policy Council, of 2 Dec 85 (NOTAL)

1. **Purpose.** To issue policy and assign responsibilities for Department of the Navy (DON) shore energy management. This instruction has been substantially revised and should be reviewed in its entirety.
2. **Cancellation.** SECNAVINST 4100.9.
3. **Applicability and Scope.** This instruction applies to all DON organizational elements and to all DON contractors using government-owned facilities. It covers all matters directly related to shore energy management including, but not limited to, energy conservation, energy procurement, shore facilities energy research and development, renewable energy resources, and the privatization of utility generation and distribution systems.
4. **Background.** The passage of reference (a) and the issuance of reference (b) have generated new and challenging requirements to develop and implement changes in shore energy management. This comes at a time when budget and manpower reductions place a strain on energy programs. These circumstances highlight the need for well-focused attention to DON energy management. Implementation of this instruction will ensure that DON shore energy needs are met in a timely and cost-effective manner.
5. **Policy.** DON shore energy will be managed to minimize consumption, minimize costs, utilize renewable energy resources,

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and use environmentally friendly technologies whenever feasible. Accordingly, the DON shall:

a. Promote programs in energy conservation awareness that stress the importance of energy conservation and educate all personnel in prudent and appropriate energy conservation techniques.

b. Utilize government funds and financing tools to attain DON shore energy goals established by references (a) through (c). Government fund sources include Federal Energy Management Program, Navy (FEMP), Energy Conservation Investment Program (ECIP), geothermal revenues and other appropriated funding sources. Financing tools include Energy Savings Performance Contracts (ESPC), Public-Private Venture (PPV) Capital Contracts, and Utility Energy-Efficiency Service Contracts (UESC).

c. Aggressively develop energy-related natural resources in a manner that protects the military mission of shore activities and provides cost savings or other benefits to DON.

d. Fund energy efforts from savings and revenue generated from the development of energy-related natural resources whenever feasible.

e. Participate with other Department of Defense (DoD) agencies in the acquisition of natural gas, water, electricity and other energy commodities, when appropriate and cost effective.

6. Responsibilities.

a. Assistant Secretary of the Navy for Installations and Environment (ASN(I&E)). The ASN(I&E) is the Secretary of the Navy (SECNAV) executive agent responsible for all DON shore energy matters worldwide. The ASN(I&E) will:

(1) Issue policy for the management of shore energy.

(2) Coordinate all major initiatives involving shore energy-related matters with the Office of the Secretary of Defense (OSD), other DoD agencies, the Department of Energy (DOE), the General Services Administration (GSA), and other federal agencies.

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(3) Keep the Secretary of the Navy informed on all shore energy related matters.

b. Deputy Assistant Secretary of the Navy for Installations and Facilities (DASN(I&F)). DASN(I&F) will assist in ASN(I&E)'s role as executive agent. The DASN(I&F) will:

(1) Establish and chair a DON Shore Energy Policy Board comprised of representatives from the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), Installation Management Claimants, and Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM).

(2) Review and recommend policy and legislative proposals to ASN(I&E).

(3) Endorse the annual energy budget.

(4) Provide staff support on congressional interest items and serve as the key liaison for legislative issues.

(5) Prepare and submit shore energy management instructions and directives to ASN(I&E) for review and approval.

(6) Brief ASN(I&E) periodically on shore energy management programs.

(7) Ensure all shore energy requirements mandated by references (a) through (c) are processed in a timely and efficient manner.

(8) Work with the Deputy Under Secretary of Defense for Installations (DUSD(I)), the Chief of Naval Operations, and the Commandant of the Marine Corps to ensure that the DON's Shore Energy Management Program is properly resourced.

(9) Compile shore energy utilization data and provide annual reports to ASN(I&E).

c. Chief of Naval Operations (CNO). The CNO is responsible for all Navy shore energy matters. The CNO will:

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(1) Provide support to DASN(I&F) in the administration of the DON Shore Energy Policy Board, development of proposed legislation, preparation of instructions and directives, aggregation of energy utilization data, and preparation of annual reports.

(2) Designate individuals to the DON Shore Energy Policy Board to represent Naval Facilities Engineering Command, CNO, and the Installation Management Claimants.

(3) Plan, program, budget and execute Navy shore energy management and RDT&E programs in consonance with ASN(I&E) policy guidance.

(4) Ensure all shore commands within the Navy are kept fully informed of plans and actions related to shore energy management.

d. Commandant of the Marine Corps (CMC). The CMC is responsible for all Marine Corps shore energy matters. The CMC will:

(1) Provide support to DASN(I&F) in the administration of the DON Shore Energy Policy Board, development of proposed legislation, preparation of instructions and directives, aggregation of energy utilization data, and preparation of annual reports.

(2) Designate an individual to represent the CMC on the DON Shore Energy Policy Board.

(3) Plan, program, budget and execute Marine Corps shore energy management programs in consonance with ASN(I&E) policy guidance.

(4) Ensure all installations within the Marine Corps are kept fully informed of plans and actions related to shore energy management.

e. DON Shore Energy Policy Board. Members of the DON Shore Energy Policy Board are designated by the CNO, CMC, and DASN(I&F). The board will:

(1) Review and recommend policy and legislative proposals to DASN(I&F).

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(2) Make DON shore energy budget recommendations annually to support SECNAV, CNO and CMC programming and budgeting activities.

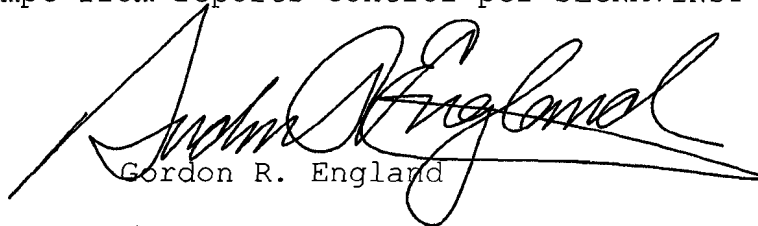
(3) Brief DASN(I&F) periodically on shore energy management programs.

(4) Develop a 5-year business plan for the management of DON shore energy and the development of renewable and other energy resources, for DASN(I&F) approval.

(5) Attend regularly scheduled Shore Energy Policy Board meetings.

(6) Provide representatives for the energy awards and energy project teams as needed.

7. **Reports.** The reporting requirements contained in this instruction are exempt from reports control per SECNAVINST 5214.2B.



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