



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON DC 20350-1000

SECNAVINST 4101.3  
ASN(EI&E)  
3 February 2012

SECNAV INSTRUCTION 4101.3

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY ENERGY PROGRAM FOR SECURITY AND  
INDEPENDENCE ROLES AND RESPONSIBILITIES

Ref: (a) Energy Policy Act 2005, Pub. L. 109-58/29 of Jul 2005  
(b) SECNAV WASHINGTON DC 301751Z Oct 09 (ALNAV 068/09)  
(c) Energy Independence and Security Act 2007  
(EISA), Pub.L. 110-140, of 19 Dec 2007  
(d) Duncan Hunter National Defense Authorization Act for  
Fiscal Year 2009, Pub. L. 110-47, Section 902  
(e) E.O. 13423 of 24 Jan 2007, Strengthening Federal  
Environmental, Energy, and Transportation Management  
(f) through (q), see enclosure (1)

Encl: (1) References (Continued)

1. Purpose. To assign Department-wide responsibilities for the administration and management of Department of the Navy (DON) energy programs.

2. Background. The DON must effectively manage energy consumption and lead in energy innovation to assure superiority in the execution of its national defense mission. Ashore this will require the provision of reliable, resilient, and redundant energy sources for task critical assets. References (a) through (g) lay an aggressive path for DON toward energy efficiency and alternative energy solutions. References (h) through (p) are generally-applicable policy documents that provide guidance for the Department as a whole and specifically the DON components assigned responsibilities in this instruction. Increased energy efficiency in maritime, aviation, and expeditionary systems increases the combat effectiveness of naval forces. Energy efficient shore facilities contribute to operational effectiveness by reducing the resources needed to sustain support operations. Current operational and expeditionary energy demands require open logistic lines to the fleet and land forces and open markets for petroleum around the world. Future

naval force success will depend greatly on the ability to break free from the petroleum tether and make use of independent renewable and alternative energy sources to power operational systems, vehicles, water purifiers, or field generators. DON installations must also mitigate the risks posed from vulnerable energy supply systems by adopting and deploying energy efficient technologies, buildings and infrastructure, and processes. DON installations must reduce vulnerabilities to the electric grid by lowering their energy dependence and integrating security technologies which enable greater control of distribution. Lastly, to assure program success, DON must foster smart behaviors in personnel and invest in management systems which provide building level transparency. Both will drive energy efficiencies beyond mere technical or infrastructure improvements.

3. Scope. This instruction:

a. Applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, and commands.

b. Does not alter command and control relationships for the employment of DON forces as directed by the Secretary of Defense, Unified Command Plan, forces for unified commands, or Navy regulations.

4. Definitions

a. Alternative Energy. Energy derived from non-fossil fuel sources. Alternative energy sources may include all renewable energy sources, as defined in section 203(b) of reference (a) (such as wind, solar, geothermal, and ocean), as well as river current, new and old hydroelectric, biomass or biogenic sources of energy, and nuclear energy.

b. Alternative Fuels. Fuels derived from a material other than a conventional fossil fuel. Examples of an alternative fuel include: advanced bio-fuels, bio-alcohol, chemically stored electricity, hydrogen, non-fossil methane, sustainably produced electricity, or biomass derived fuel.

c. Netzero Installation. A DON installation which, over the course of a fiscal year, matches or exceeds the electrical energy it consumes ashore with electrical energy generated from alternative or renewable energy sources. The alternative fuel generated electrical energy may be:

(1) Generated on the installation, or

(2) Generated off the installation but purchased for and consumed on the installation.

d. Operational Energy. Per reference (b), operational energy is the energy required for training, moving, and sustaining military forces and weapons platforms for military operations. The term includes energy used by tactical power systems and generators and weapons platforms.

e. Shore Energy. Includes energy development, production, acquisition, utilization, distribution, and management relating to Navy and Marine Corps installations.

f. Smart Grid. Smart grid shall have the meaning prescribed in reference (c), section 1301.

## 5. Policy

a. DON will use all measures to minimize energy consumption, reduce energy expenditures, and utilize alternative energy resources and environmentally sustainable technologies where it is reasonable, affordable, and practical to do so. Projects will be monitored to ensure costs and savings are verifiable.

b. DON will be a leader in the application of alternative energy solutions and efficiency across Department of Defense (DoD).

c. To ensure effective development and implementation of DON energy policy and oversight will be centrally coordinated per this instruction.

d. A DON strategic energy plan, which will reflect energy goals and objectives for the near future, will be developed and issued. The plan will also acknowledge recent achievements

within the DON toward accomplishment of stated goals and objectives. The strategic plan will be supported in Navy and Marine Corps planning, program, budget, and execution activities.

e. Per reference (h), DON will include the evaluation of energy in procurement actions and will collaborate with Office of the Secretary of Defense (OSD) and other Military Departments to develop mandatory energy factors, including an energy key performance parameter or similar energy requirement, for acquisitions conducted under reference (i). DON will encourage contractors to measure and reduce their energy footprint and the energy intensity of their products.

f. DON will engage with other Federal agencies, private industry, academia, and nongovernmental organizations on energy-related matters, fostering partnerships and identifying opportunities in areas of mutual interest.

g. DON civilian and military personnel will receive training to explain DON energy programs, goals, and policies and will be instructed on their important role in conserving energy and helping the DON reach energy and environmental stewardship goals and targets for greenhouse gas (GHG) emission reductions.

h. DON will approach the development and application of energy policy and development and use of energy metrics in a comprehensive manner which seeks consistent application across the DON. Metrics will be reviewed not less than biannually to ensure value and appropriateness of measures and analysis.

## 6. Responsibilities

a. Assistant Secretary of the Navy (Energy Installations and Environment) (ASN (EI&E)). Per reference (b), ASN(EI&E) is the lead for DON energy matters. ASN(EI&E) shall have oversight and coordination responsibility for DON energy plans, policies, initiatives, programs, and performance.. In fulfilling the above responsibilities, ASN(EI&E) shall, at a minimum:

(1) Ensure consistent application and interpretation of applicable laws, regulations, and guidance.

(2) Keep SECNAV informed on energy related matters.

(3) Serve as DON focal point for energy strategy and programs, energy budget and financial matters, legislation, training, energy communications, and internal Department processes.

(4) Act as the DON focal point for other Federal entities, State and local governments, and private entities on energy matters.

(5) Issue annual guidance for Navy and Marine Corps with respect to energy for inclusion in service program objective memorandum (POM) guidance and ensure Navy and Marine Corps budget proposals, options, and justifications comply with DoD and DON energy policy strategy.

(6) Ensure that Navy and Marine Corps energy-related instructions and guidance are consistent with DON energy policy and strategy.

(7) Establish both a shore and an operational and expeditionary energy policy board and designate members for each.

(a) Per reference (q), the shore energy policy board charter was approved and signed. The operational and expeditionary energy board shall produce a charter and task its members with:

1. Coordinating development of policy and guidance for DON energy related matters within the board's respective area of oversight;

2. Assisting in the development of departmental guidance for policy implementation;

3. Assisting in the development of DON energy definitions and regulations;

4. Resolving energy policy and service program conflicts;

5. Fostering cross-functional and interdepartmental coordination;

6. Assisting in development of Departmental energy metrics, metrics data collection, and review of the same not less than biannually;

7. Assessing energy program execution; and

8. Nominating individuals and organizations for recognition of superior energy-related achievements.

(b) The board shall recommend revisions to references (j), (k), and (l) as appropriate.

(c) The shore energy policy board will also assist on matters involving non-operational offshore energy and development via the shore energy budget per the POM process.

(8) Oversee development of a DON strategic communications policy for energy. The policy shall outline communications and outreach policy with respect to DON energy communications and specify responsibilities of members of the Secretariat, CNO, CMC, and subordinate commands. The policy shall include public speeches, publication of articles, Congressional communications, Web sites, social networking sites, interviews, etc., and shall be reviewed for appropriate updates not less than annually.

(9) Ensure DON-sponsored legislative proposals affecting energy policy, program, budget, or energy initiatives are consistent with DON energy strategy and goals.

(10) Ensure energy design standards and requirements for DON installations, facilities, and leased properties are consistent with reference (m) and applicable law and policy.

(11) Oversee the Navy Geothermal Program Office program.

(12) Oversee implementation of GHG inventory and reporting requirements.

(13) Oversee development of DON smart grid, water, and electricity metering policies.

(14) Develop and issue appropriate guidance, standards, testing protocols, and attributes for alternative fuels and ensure regular review of guidance.

(15) Serve as DON focal point on operational and expeditionary energy matters and issues.

(16) Provide Secretariat oversight and appropriate guidance toward accomplishment of the SECNAV energy goals. This will include development of policy and a milestone plan with CNO and CMC to achieve the SECNAV energy goals.

(17) Oversee development and issuance of a DON strategic energy plan. The plan will encompass a 5-year timeframe and will be updated annually. Installation energy projects and objectives will be folded into region-wide input for inclusion in each service's overall outlook. Guidance to installations and regions for collating and providing data and information will be coordinated and drafted by the services. Navy and Marine Corps plans will be incorporated into the overall DON strategic energy plan.

(18) Approve DON energy metrics.

b. The Principal Deputy Assistant Secretary of the Navy (EI&E) (PDASN (EI&E)). In addition to providing oversight over installations and facilities programs (including facility projects that include energy components), PDASN(EI&E) shall provide guidance to the Deputy Assistant Secretary of the Navy (Energy) (DASN (Energy)) with respect to development of energy policies, budget, design, and construction for Navy and Marine Corps installation and facilities. PDASN (EI&E) shall also provide assistance on the DON Shore Energy Policy Board.

c. DASN(Energy). DASN(Energy) shall exercise authority as ASN(EI&E)'s primary executor for energy programs, policies, and initiatives. In addition, DASN(Energy) shall:

(1) Oversee and coordinate submission of DON energy reports and energy data submissions per requirements of applicable law, Federal regulation, or DoD Directive.

(2) Coordinate development of DON strategic energy plan and annual guidance, highlighting objective accomplishments, continuing progress or roadblocks, and planned actions to surmount roadblocks and continue progress. The annual report will also include new objectives and initiatives for the next 5 years. The first annual report will be submitted to ASN (EI&E) on 15 January 2013, and on the same date thereafter.

(3) Draft DON policy and guidance with respect to energy metrics, data collection and metric requirements. Oversee collection of DON and OSD energy performance metrics data. DON metrics will incorporate Assistant Secretary of Defense Operational Energy Plans and Programs (ASD(OEPP)) energy reporting requirements. Cooperate with Assistant Secretary of the Navy (Research Development and Acquisition) (ASN(RD&A)) with respect to DON systems commands (SYSCOM) development of a fully burdened cost of energy (FBCE) calculation and methodology.

(4) Coordinate development of the DON strategic communications plan for energy and any implementing guidance.

(5) Lead DON efforts to develop guidance for positive behavioral and culture change among DON personnel with respect to energy.

(6) Manage and coordinate actions to accomplish DON goals with specific focus and leadership on increasing availability and use of biofuel to meet operational and shore installation requirements, drafting DON policy for reducing fuel consumption, introduction of hybrid, electric, and flex fuel vehicles to the DON commercial vehicle fleet, achieving netzero at select installations, and developing large scale renewable energy projects.

d. The Deputy Assistant Secretary of the Navy (Environment) (DASN(Environment)). DASN(Environment) shall assist ASN(EI&E) and DASN(Energy) with respect to environmental compliance, develop and issue GHG inventory and reporting guidance as



necessary, and assist the DON Shore Energy Policy Board and DON Operational and Expeditionary Energy Policy Board on appropriate issues.

e. ASN (RD&A). ASN (RD&A) shall meet DON energy goals with respect to acquisition of products, services, and supplies; and develop and put in place necessary policies and programs for the incorporation of energy considerations in DON acquisitions. ASN(RD&A) shall work with appropriate commands and groups, as well as ASN(EI&E), General Counsel (GC), CNO, and CMC to define, interpret, and apply legal requirements in addition to DoD and DON energy policies. ASN(RD&A) shall support research, development, test and evaluation of innovative energy efficient technologies and processes that support compliant and sustainable naval shore operations and warfighter readiness. Implementation of energy considerations in acquisitions shall include:

(1) Coordination with appropriate authorities to seek introduction and implementation of mandatory energy requirements (e.g., energy key performance parameter (KPP)) in the Joint Capabilities Integration and Development System (JCIDS) process for all major defense acquisition program (MDAP) procurements and other selected procurements.

(2) Expansion of the energy consideration or KPP requirement into other supply and service contracts as determined appropriate.

(3) Oversight and review of methodology and considerations developed by SYSCOMs for application of the FBCE in the analysis of alternatives for MDAP and supply and service contracts as appropriate.

f. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)). ASN(M&RA) shall collaborate with ASN(EI&E), CNO and CMC to ensure development of appropriate training for DON personnel focusing on energy conservation, the DON strategic vision for energy, and the need for DON personnel to personally contribute to energy savings. Objectives, processes, and materials should be developed with reference to DON energy goals, and the DON Strategic Plan for Energy. In developing energy-related training, ASN(M&RA) shall:

(1) Update the training and behavior change program for follow-on refresher energy training.

(a) The primary training goal will be development of positive individual behaviors with respect to energy efficiency and sustainable energy habits.

(b) Training will be tailored to civilian and military audiences at all levels of leadership (e.g., civilian, enlistee, officer, War College, Naval Academy, Reserve Officer Training, etc.).

(c) Follow on refresher training will be conducted not less than annually.

(d) Training content will be regularly re-evaluated for effectiveness, message appropriateness, and value for audiences.

(2) Evaluate the effectiveness of energy training and behavior modification efforts and make necessary improvements. This evaluation shall include determination of whether training objectives were met; effectiveness of message and processes used; and appropriateness of materials.

(3) Assign planning and conduct of follow-on refresher training.

g. Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)). ASN(FM&C) shall work with ASN(EI&E) to ensure energy budget guidance follows overall policies and procedures in DON budget guidance, law, and applicable regulation; and collaborate on development of energy communications guidance.

h. GC. GC shall support and provide legal counsel and advice on all energy efforts.

i. CNO. CNO shall carry out DON policy and directives developed under this instruction, and shall:

(1) Assign appropriate personnel to assist in the development of DON strategic energy policy and supporting

guidance for current and future energy initiatives (e.g., DON Strategic Plan for Energy, Strategic Energy Communications Plan, metric development, etc.).

(2) Regularly update and collaborate as appropriate with ASN(EI&E) on energy initiatives and programs overseen by CNO.

(3) Ensure the senior official designated to support ASD(OEPP) coordinates with ASN(EI&E).

(4) Update ASN(EI&E) on available options and considerations with respect to Navy energy budget development. Assign personnel to assist with development of annual energy guidance for POM preparation.

(5) Provide operational and expeditionary expertise with respect to development of energy requirements (e.g., energy KPP) in the JCIDS process.

(6) Collaborate with ASN(EI&E) and ASN(M&RA) to develop appropriate energy training standards and training materials. Support the annual review and revision of training materials and conduct follow up activities as assigned to determine the effectiveness of message and training content.

j. CMC. CMC shall carry out DON policy and directives developed under this instruction, and shall:

(1) Assign appropriate personnel to assist in the development of energy policies and to draft supporting guidance for current and future energy initiatives (e.g., DON Strategic Energy Plan, Strategic Energy Communications Plan, metric development, etc.).

(2) Regularly update and collaborate as appropriate with ASN(EI&E) on energy initiatives and programs overseen by CMC.

(3) Ensure the senior official designated to support ASD(OEPP) coordinates with ASN(EI&E).

(4) Update ASN(EI&E) on available options and considerations with respect to Marine Corps energy budget development. Assign personnel to assist with development of annual energy guidance for POM preparation.

(5) Provide operational and expeditionary expertise with respect to development of energy requirements (e.g., energy KPP) in the JCIDS process.

(6) Collaborate with ASN(EI&E) and ASN(M&RA) to develop appropriate energy training standards and training materials. Support the annual review and revision of training materials and conduct follow up activities as assigned to determine the effectiveness of message and training content.

k. Chief of Navy Information (CHINFO). CHINFO shall:

(1) Collaborate with ASN(EI&E) and Chief of Legislative Affairs (CLA) in the development and issuance of a DON strategic communications plan for energy. The energy communication guidance shall include guidance and procedure for internal and external communications.

(2) Coordinate with ASN(EI&E) on responses with respect to energy issues and Departmental energy matters.

l. CLA. CLA shall coordinate DON input on energy legislation and ensure ASN(EI&E) is aware of proposed legislation affecting DON energy strategy. CLA shall participate in the development of a strategic communications plan for energy, specifically on policy and guidance with respect to Congressional outreach on energy matters.

m. Chief of Naval Research (CNR). CNR shall collaborate with ASN(EI&E) and ASN(RD&A) to promote research and development activity in support of DON energy strategy, plans and programs.

n. Naval Audit Service (NAVAUDSVC). NAVAUDSVC shall:

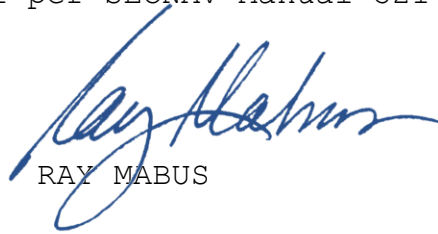
(1) Conduct audits for DASN(Energy) to validate the appropriateness of energy metrics and data collection.

(2) Conduct audits of various energy-related matters, including contracts and agreements, financing of projects, and measuring the effectiveness of energy programs.

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7. Records Management. Records created as a result of this instruction, regardless of format or media, shall be managed per SECNAV Manual 5210.1 of November 2007.

8. Reports Control. Reports contained within this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005.



RAY MABUS

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil/>

REFERENCES (Continued)

- (f) E.O. 13514 of 5 Oct 2009, Federal Leadership in Environmental, Energy, and Economic Performance
- (g) SECNAV policy pamphlet of 1 Oct 2010, Department of the Navy's Energy Program for Security and Independence
- (h) ASN (RD&A) memo of 20 Jun 2011, Energy Evaluation Factors in the Acquisition Process
- (i) DoD Directive 5000.01 of 12 May 2003
- (j) SECNAVINST 5430.7Q
- (k) SECNAVINST 5000.2E
- (l) SECNAVINST 4101.2
- (m) USD (AT&L) memo of 29 May 2002, Department of Defense Unified Facilities Criteria
- (n) SECNAV memo of 30 September 2010, Department of the Navy Senior Official for Operational Energy Plans and Programs
- (o) CNO policy pamphlet of October 2010, A Navy Energy Vision for the 21<sup>st</sup> Century
- (p) United States Marine Corps policy pamphlet of March 2011, Expeditionary Energy Strategy and Implementation Plan
- (q) DASN(Energy), Shore Energy Policy Board Charter, of 22 November 2011 (NOTAL)