

March 19, 2003

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 02-17</b>
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
                             ALL JOB CORPS REGIONAL DIRECTORS  
                             ALL JOB CORPS CENTER DIRECTORS  
                             ALL JOB CORPS CENTER OPERATORS  
                             ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                             ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:**                RICHARD C. TRIGG  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            Energy Management of Job Corps Contract Centers

1.     Purpose. To assign responsibilities for energy conservation and management; to advise energy conservation requirements mandated by law and Executive Orders; to update policies for submission of energy consumption and energy conservation data and reports; and to consolidate energy management guidance and requirements applicable to Job Corps.
  
2.     Background. The Energy Policy Act of 1992 and Executive Order 13123, dated June 3, 1999, requires certain energy management activities be accomplished at federal facilities. Performance goals are set and federal agencies are able to use energy savings performance contracts (ESPCs), for financing and implementing cost-saving energy-efficiency improvements. Financing is based on cost savings yielded from conservation improvements.

A description of the requirements of the Energy Policy Act of 1992 and Executive Order 13123, referenced in this Instruction is provided below:

Energy Policy Act of 1992 (EPACT)

- a.     EPACT set a goal for federal agencies to cut energy consumption in facilities by 10% by FY 1995. To calculate the 10% reduction, the energy consumption for FY 1985 was used as a baseline. The energy units counted are Btu's per gross square foot, or Btu/GSF. A target was also set for a 20% reduction from FY 1985 to FY 2000.
  
- b.     EPACT calls for energy conservation opportunities (ECOs) with simple paybacks of

less than 10 years to be implemented by January 1, 2005, where practicable.

- c. EPACT calls for increased use of solar and renewable energy and the development of “trained energy managers”.

Executive Order 13123 “Greening the Government Through Energy Efficient Management”

- a. Through life-cycle cost-effective measures, the goals are to reduce standard buildings/facilities energy cost consumption per gross square foot by 30% by FY 2005, and 35% by FY 2010 (compared to FY 1985).
- b. Through life-cycle cost-effective energy measures, each federal agency is to reduce greenhouse gas emissions attributed to facility energy use by 30% by FY 2010 compared to emission levels in FY 1990.
- c. Through life-cycle cost-effective energy measures, each federal agency is to reduce water consumption and associated energy use in their facilities compared to consumption levels using FY 1990 as the baseline. The schedule for implementation is as follows:
  - 05% of facilities by 2002
  - 15% of facilities by 2004
  - 30% of facilities by 2006
  - 50% of facilities by 2008
  - 80% of facilities by 2010
- d. To achieve these goals, federal agencies are required to maximize the use of available alternative financing contracting mechanisms, including Energy Savings Performance Contracts (ESPCs), when these contracts are life cycle cost-effective and reduce energy use and cost.
- e. Requires federal agencies to use life-cycle cost-analyses to make decisions about their investments in products, services, construction, and other projects to lower costs and to reduce energy and water consumption.
- f. Requires federal agencies to incorporate ENERGY STAR and other Federal Energy Management Programs (FEMP), designated energy efficiency levels, into all guide specs and project specifications for new construction and renovation, as well as all other purchasing agreements.
- g. Requires federal agencies to maximize the use of renewable energy.

- h. Requires federal agencies to continue to conduct energy and water audits for approximately 10% of their facilities each year, either independently or through ESPCs, or utility energy-efficiency service contracts.
- i. EO13123 requires federal agencies to incorporate “sustainable design” (i.e. environmental-friendly) principles into the construction, life-cycle operation, and decommissioning of new facilities. The use of ESPCs or utility energy-efficiency service contracts is encouraged to assist in the construction of sustainable designed buildings.
- j. Newly constructed federal facilities will comply with 10 CFR 435, 10 CFR 436, ASHREA/IES Standard 90.1-1999, the Federal User’s Manual, and local building standards.
- k. Federal agencies are to designate exemplary new and existing facilities with significant public access and exposure as showcase facilities to highlight energy and water efficiency and renewable energy improvements.
- l. Federal agencies are to ensure that all appropriate personnel receive training for implementing this order. This includes such activities as providing formal training and/or training materials, providing courses covering energy management tools, ESPC, utility energy-efficiency service contracts, ENERGY STAR, other energy efficient products, life-cycle cost analysis, and supporting educational outreach programs.

3. Responsibilities. Each center director shall prepare and implement a written Energy and Water Conservation Plan (refer to PRH 5.12 for guidance) and submit it to both national and regional offices within 120 days from the date of this Instruction. Those centers with an existing Energy and Water Conservation Plan will update their plan and submit it to the national office within 120 days from the date of this Notice. These plans will subsequently be updated and resubmitted annually on October 31. A copy of the Energy and Water Conservation Plan will also be submitted as an item for scheduled facility surveys. The plan will include at least the following:

- a. Designation of a staff person as the Energy Conservation Coordinator, showing this person’s position in the center organization, a description of his or her duties, the percentage of time devoted to energy matters, E-mail address, telephone, and fax numbers.
- b. A statement of measures that the center plans to implement to achieve the applicable energy conservation goals and timetables for implementation. These measures should be in three categories:
  - (1) List initiatives that the center can take with currently available resources.

- (2) List VST projects which can be undertaken to reduce energy and/or water consumption.
- (3) List conservation projects for which additional resources are required.

Center directors shall submit:

- a. A statement of plans and activities taken at the center to educate and promote energy and water conservation for center staff and students. The education plan should include cost-effective operating procedures for facility personnel and activities for teachers and students.
- b. A Quarterly Energy Conservation Report (QECR) in accordance with Attachment D. Instructions for completing the report are provided as Attachment C. The report should be submitted by E-mail, in the approved report format, on the following dates:
  - 1<sup>st</sup> Quarter Due end of January
  - 2<sup>nd</sup> Quarter Due end of April
  - 3<sup>rd</sup> Quarter Due end of July
  - 4<sup>th</sup> Quarter Due end of October
- c. The name, E-mail address, telephone, and fax numbers of the person responsible for these reports to the National Office Energy Coordinator at (703) 516-2267 or fax (703) 516-2299.

Center directors will notify both the national and regional offices of any on-center changes that will have a significant negative or positive impact on energy or water conservation.

Regional directors will:

- a. Review each center's Energy Management Plan and QECRs.
  - b. Monitor each center's progress in achieving energy and water conservation goals and take appropriate action as required.
  - c. Report any significant impacts on energy and water conservation to the national office.
4. Action. Center directors shall immediately implement energy and water conservation initiatives contained within this Instruction.
  5. Cancellation. This Instruction revokes EO 12902 dated March 9, 1994, EO 127759 dated April 17, 1991, and EO 12845 dated April 21, 1993.

6. Expiration Date. Until superseded.

7. Inquiries. Questions regarding this Instruction should be directed to either William A. Dakshaw at (202) 693-2867, or email to [BDakshaw@doleta.gov](mailto:BDakshaw@doleta.gov); or John Lattanzio at (703) 516-2267, or email to [Jlattanzio@doleta.gov](mailto:Jlattanzio@doleta.gov).

#### Attachments

A – Executive Order 13123

B – Energy Policy Act of 1992 (EPACT)

C – Quarterly Energy Consumption Report (QECR) Instructions

D – Quarterly Energy Consumption Report (QECR)