

August 20, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-04
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Job Corps Water Conservation Program

1. Purpose. To update the Job Corps Water Conservation program, and to inform the Job Corps community of related requirements and resources.
2. Background. Job Corps has made progress, but must further reduce its water usage for a number of reasons, including mandates, costs, and stewardship.

Policy and Requirements Handbook Section 5.12 requires centers to develop and implement energy- and water-reduction procedures. Additionally, Program Instruction notice 10-48, issued June 21, 2011, directed centers to implement water conservation measures. Many centers have made significant strides in reducing water usage. For example, the David L. Carrasco, Old Dominion, and Bamberg Job Corps centers have all reduced water intensity (water use divided by building area) by more than 15 percent over the past 5 years.

Water-use reductions, however, have not been sufficient to meet the requirements. The Department of Labor (DOL) recently earned a “Red” score on its Sustainability Scorecard from the Office of Management and Budget. (Job Corps represents 91 percent of DOL’s water usage.) Job Corps needs to do more to meet the annual 2 percent water-intensity reduction goal mandated by Executive Orders 13423 and 13514. DOL must achieve a 14-percent reduction by 2014, and 26 percent by 2020.

In addition, fresh, safe, drinkable water has a high delivery cost and environmental impact. A center will use, on average, 700,000 gallons of potable water per month. Saving and conserving water contributes to sustainability. Conversely, wasting water diverts funds from Job Corps’ education and training mission, and reflects a need for better stewardship of fiscal and natural resources.

The Department and Job Corps are committed to reducing water consumption. To help accomplish this mission, Job Corps centers shall provide a Water Conservation Program Plan based on the following elements:

- fixture and equipment efficiency;
- awareness;
- student action;
- waste prevention;
- and improved irrigation.

In part, the Office of Job Corps (OJC) is asking centers to replace old showerheads and curtail irrigation of areas not used for programs or recreation. Also, OJC will provide a higher degree of visibility of center energy and water performance. In addition, the Engineering Support Contractor will provide enhanced evaluations of water efficiency and savings opportunities.

3. Action. Centers shall update and provide a Water Conservation Program Plan by October 15, 2013, to include the elements listed in this transmittal's attachment wherever possible, and to ensure the program is implemented. Centers will continue to report water usage and cost to Energy Watchdog quarterly or, where available, monthly. Every 6 months, centers will evaluate and report on water-conservation program measures to Regional Offices and OJC. Submittals should be sent to Eric Siddle, [siddle.eric@dol.gov](mailto:siddle.eric@dol.gov), with a copy to the Project Manager and to David Wiley at [wiley.david@dol.gov](mailto:wiley.david@dol.gov).

Refer to the attachment for a template of a Water Conservation Program Plan, including examples of water-conservation activities associated with each element. Additional resources include the following:

- The U.S. Environmental Protection Agency's Web site for water efficient practices and products, <http://www.epa.gov/WaterSense/>
- Federal Energy Management Program (FEMP) Water Efficiency page, <http://www1.eere.energy.gov/femp/program/waterefficiency.html>
- FEMP Best Management Practices for Water Conservation, [http://www1.eere.energy.gov/femp/program/waterefficiency\\_bmp.html](http://www1.eere.energy.gov/femp/program/waterefficiency_bmp.html)
- FEMP training course in water conservation, [http://apps1.eere.energy.gov/femp/training/course\\_detail\\_ondemand.cfm/CourseId=21](http://apps1.eere.energy.gov/femp/training/course_detail_ondemand.cfm/CourseId=21)
- Links to state water efficiency programs and rebate opportunities, <http://allianceforwaterefficiency.org/water-efficiency-US.aspx>

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to David Wiley at (202) 693-3396 or [wiley.david@dol.gov](mailto:wiley.david@dol.gov).

Attachment

Water Conservation Program Plan Template