

EDO Principal Correspondence Control

FROM: DUE: / / EDO CONTROL: G20000348
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FINAL REPLY:

Sally Katzen
Office of Management and Budget (OMB)

TO:

Norry, DEDM

FOR SIGNATURE OF : ** GRN ** CRC NO:

DESC: ROUTING:

August 3 Senior Energy Officials Meeting on
Federal Energy Management -- Efforts to Implement
Executive Order 13123, "Greening the Government
Through Efficient Energy Management"

Travers
Paperiello
Miraglia
Norry
Craig/Cyr
Funches, CFO

DATE: 07/19/00

ASSIGNED TO: CONTACT:
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.




EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

July 14, 2000

MEMORANDUM FOR AGENCY SENIOR ENERGY OFFICIALS DESIGNATED
UNDER SECTION 304 OF EXECUTIVE ORDER 13123

FROM:

Sally Katzen 
Counselor to the Director

SUBJECT:

**August 3 Senior Energy Officials Meeting
on Federal Energy Management**

On Thursday, August 3, 2000 from 1:30 until 3:30 p.m., in the Truman Room of the White House Conference Center, there will be a meeting of Senior Energy Officials to discuss agencies' recent efforts to implement Executive Order 13123. A tentative agenda is attached.

At the meeting, we will discuss agencies' potential use of Energy Savings Performance Contracting (ESPC) and Utility Energy Savings Contracts (UESC). There will also be a presentation on the new Whole Building Design Guide, a web-based tool to assist you in identifying and selecting sustainable building design criteria. In addition, OMB will review agencies' FY 2000 reporting obligations and guidance required by the Executive Order.

Also attached to this memorandum is a list of metrics for energy efficient management. The categories outlined in the list are not comprehensive and are only a guide to help you identify opportunities for improving compliance. We would like each agency to submit at the meeting a 1-2 page summary of recent actions taken to implement Executive Order 13123. Please be prepared to give a brief oral description of your efforts as well.

Only *designated* Senior Energy Officials should attend the meeting. Additional agency representatives may attend, space permitting. To confirm your attendance at the meeting, please contact Sarah Cottrell at 202-395-2313 on or before Friday, July 28.

Attachments

OMB Meeting of Senior Energy Officials
Designated under Executive Order 13123
Greening the Government Through Efficient Energy Management

Thursday, August 3, 2000
Truman Room
White House Conference Center
1:30-3:30 PM

TENTATIVE AGENDA

WELCOME & INTRODUCTIONS

Sally Katzen

PRESENTATIONS (1:45) approx. 15 minutes each

- **ESPC - How it can help**
- **USEC - Benefits to the Government**
- **Whole Building Design Guide Demonstration**

Paula Prah,
Honeywell

Bill Bryan,
So Cal Edison

Don Prowler,
SBIC

2000 REPORTING (2:30)

OMB Circular A-11, Exhibit 55 (Budget Requests)
Annual Report to FEMP (Congressional Report)
2000 Scorecard (Report to the President)

Wesley Warren

IMPLEMENTATION PLANS (2:45)

Guidance & OMB Review and Approval

Ken Oscar

AGENCY REPORTING (3:00)

(Agencies will be asked to provide brief summary on the status of their implementation efforts.)

MEETING ADJOURNED (3:30)

Metrics for Energy Efficient Management

7-7-00

The following metrics are suggested items on which Senior Energy Officials may choose to report during the upcoming quarterly meetings. All agencies should submit a 1-2 page summary on their implementation progress on Executive Order 13123, and several agencies should be prepared to orally discuss their successful efforts at the July meeting. This list is not intended to be comprehensive and if agencies have taken other actions to implement the Order, they too may be reported. Comments and suggestions on other issues that we should emphasize are welcome. Please call Christine McDonald at OMB (202-395-7868) with your ideas.

1. Management and Administration - Improvements to management procedures or administration processes

- Incorporate energy efficiency ~~and other~~ Executive Order responsibilities into new hire orientation, procurement training, credit card training, etc.
- Institute annual energy efficiency and renewable energy awareness training.
- Issue memorandum from senior procurement executive stressing the importance of energy efficiency initiatives.
- Notify employees of Executive Order/Energy Efficiency priority.
 - Memorandum to employees - lights & equipment off when not in use.
 - Post signs in common areas as reminders to conserve energy.
- Establish an internal energy conservation audit system.
 - Designate individual responsible for review of building(s).
 - Establish rotating schedule of auditors.
- Create an internal 'Energy Scorecard' for the agency, even for each building or facility.
- Define performance metrics for energy efficiency and renewable energy.
 - Include performance goals and measures in GPRA annual & strategic plans.
 - Document metrics in performance plans of senior officials, energy team members and other key individuals.
- Institute an award program for recognizing employees for exemplary efforts.
- Establish regular internal 'Energy Workshops' to review compliance status, discuss success stories, and promote efficient energy management.
- Meet with GSA to emphasize importance of energy efficiency in GSA-managed buildings.
- Develop instructions for including energy efficiency funds in budget requests.
- Send Energy Team members to DOE's "Energy 2000" conference, Aug. 21-23 in Pittsburgh, PA.
- Implement plans for quick demand reduction at facilities located in areas vulnerable to summer blackouts and brownouts in heat emergencies.

2. Operation & Maintenance/ Retrofits - Implementation of specific energy saving improvements to facilities or equipment

- Finalize and award all Energy Savings Performance Contract (ESPC) delivery orders or Utility Energy Service Contracts (UESC) that are currently in process.

Metrics for Energy Efficient Management

7-7-00

- Look for more UESC and ESPC opportunities where appropriate.
- Implement procedures to reduce energy use during 'heat emergencies'
 - Work with local utilities to manage peak demand situations.
- Upgrade back-up power systems to renewable or other energy efficient equipment.
- Create and document a full facility audit program with metrics and schedule.
- Install water and electricity meters on all buildings.
- Install timer systems on window air conditioner units.
- Install energy-reducing controls on building HVAC systems.

3. Product Procurement - Purchase of energy saving or energy efficient products

- Purchase off-grid power generation systems.
- Install solar water heating systems.
- Purchase and install compact fluorescent lighting wherever possible.
 - Make use of Defense Logistics Agency's (DLA's) 2-for-1 bulb purchase option.
- Implement procurement procedures to require the consideration and purchase of ENERGY STAR- and energy efficient equipment where applicable.
- Initiate procurement preferences for energy efficiency and ENERGY STAR- products.

4. Building Construction and Renovations - Construction of new energy efficient facilities

- Ensure that all new buildings incorporate ENERGY STAR- Building criteria (www.epa.gov/buildings/label).
- Use Whole Building Design tools (www.wbdg.org) to utilize sustainable building design principles.
- Modify contracts to require that renovations and new construction include energy efficiency criteria.
- Designate Showcase Facilities at major or visible sites.

5. Green Power Purchasing (grid-connected power) - Integration of renewable power (solar, wind, biomass, geothermal) into energy portfolio

- Improve existing contracts with utilities to include more renewable power.
- Include renewable portfolio requirement in contract bidding system.
- Contact the DOE or GSA to participate in innovative green power purchases.

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