



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON  
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FORT CARSON, CO 80913-4143

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY20/FY21 Command Energy, Water and Waste Policy

1. **PURPOSE.** To set forth Installation policy and understanding concerning the commitment to conserving energy and water and reducing waste in the most efficient and cost-effective manner possible. To provide requirements for accountability of Army military and civilian personnel to save energy and water and reduce waste through recycling. This memorandum outlines my policy and establishes responsibility for the implementation of the Command Energy, Water and Waste Policy. Effective implementation of this program will aid in reducing utility dollars and help Fort Carson become more energy resilient.

2. **REFERENCES.**

a. Executive Order 13834, Efficient Federal Operations, 17 May 2018

b. Army Regulation (AR) 420-1, Army Facilities Management, Rapid Action Revision 24 August 2012

3. **APPLICABILITY.** This memorandum is applicable to all Brigades, Battalions, Tenants, Garrison activities and contractors assigned or attached to Fort Carson. I hold Commanders/Directors responsible for the effective implementation of this policy.

4. **POLICY.** In line with Executive Order 13834, Efficient Federal Operations, I expect Commanders/Directors to implement an effective energy, water and waste program for their Units/Directorates. This policy letter outlines practices I expect you to implement to help achieve our waste goals. All Fort Carson Units, Directorates and Tenants will ensure energy, water and waste considerations are included as part of their daily responsibilities.

a. Brigade and Tenant Commanders will ensure there are assigned, trained Facility Managers in their unit buildings. They will also ensure an S-4 Facility Manager is designated to serve as a higher headquarters level POC for the Directorate of Public Works (DPW) on critical issues relating to Brigade/Tenant facilities, such as required utility outages and access to barracks for DPW work completion.

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b. Directors will assign Facility Managers to provide oversight of their civilian buildings and serve as a liaison with the DPW on critical issues relating to their buildings, such as required utility outages.

c. The duties of Facility Managers on Fort Carson include energy, water and waste responsibilities and to serve as the point of contact for all DPW-related facility issues.

(1) Facility Managers are provided the Facility Manager Standard Operating Procedure (SOP) (see Encl), which is a valuable tool to aid them in performing their duties and identify areas where energy, water and waste can be reduced.

(2) Facility Managers can register for the DPW Facility Management Class through their unit/organization's training POC, who will contact Mr. John O'Brien, DPTMS Individual Military Training, at (719) 526-5436 or by emailing [john.p.obrien50.civ@mail.mil](mailto:john.p.obrien50.civ@mail.mil).

(3) Facility Managers also need to register with the DPW Sustainability Specialist, Ms. Susan Galentine, by calling (719) 526-4320 or emailing [susan.c.galentine.civ@mail.mil](mailto:susan.c.galentine.civ@mail.mil) for Facility Manager tracking purposes.

d. Everyone on Fort Carson plays an important role in helping to achieve energy, water and waste objectives. The Facility Manager SOP, also available online at <http://www.carson.army.mil/organizations/dpw.html>, provides detailed information about facility management and DPW programs available to help support all building occupants.

e. There are day-to-day individual actions required of Soldiers and Civilians to help conserve energy and water and reduce waste. The following are the top 10 actions I expect all to practice. This list highlights key personal actions toward our goals, but is not all-inclusive. The Facility Manager SOP provides full guidance for unit and individual requirements.

(1) Keep building heating temperatures at or below the Command-directed temperature settings during the heating season. Fort Carson facility temperatures are centrally controlled by the DPW via an Energy Management Control System for heating and cooling in most large occupied buildings. During heating season (mid-October until mid-May), barracks and office space temperatures are maintained between 68 and 72 degrees during occupied hours. Medical facilities will keep the temperature in their facilities at 72 degrees and Child Development Center/Youth facilities no warmer than 74 degrees. Maintenance shops, bays, supply areas, warehouses, gymnasiums and

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hangars should be set between 55 to 65 degrees. During unoccupied times, all facilities should be set back to 55 degrees.

(2) Keep building cooling temperatures at or above the Command-directed temperature settings during the cooling season. During the cooling season (mid-May until Mid-October), areas with air conditioning will not be cooled to a temperature lower than 74 degrees. Medical facilities are authorized a cooling temperature no lower than 70 degrees. Air conditioning units that have thermostat controls must be operated to comply with the authorized cooling temperatures. An approved work request (DA Form 4283, Facility Engineering Work Request) processed through the DPW's Business Operations and Integration Division is required before installation of window air conditioners.

(3) Shut down personal computers at the end of the duty day unless otherwise directed by the Network Enterprise Center. Turn off PC monitors when not needed for five minutes. Also, fully shut down scanners, copy machines, faxes, printers and other electronic equipment with sleep modes at the end of the duty day. Sleep mode still draws energy. The use of smart power strips can be used to support this requirement.

(4) Eliminate the possession and use of personal appliances, including refrigerators, microwaves and coffee warmers.

(5) Turn off lights during the day in areas if daylight is sufficient. Use task lighting when possible rather than overall room illumination.

(6) Close doors and windows during heating and cooling seasons to avoid wasting energy.

(7) Wash military vehicles at the Central Vehicle Wash Facility (CVWF). Tactical Equipment Maintenance Facility wash racks are intended for maintenance cleaning only. Hoses used for washing vehicles must have a positive shutoff nozzle.

(8) Military units will perform single stream recycling for common office and barracks waste (cardboard, mixed paper, aluminum and tin cans, glass bottles and plastics) and service all interior recycling containers and stations within their facilities by dumping them routinely into appropriate recycling dumpsters provided by the DPW Recycle Program staff.

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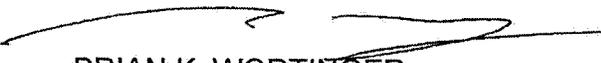
(9) Civilian organizations will perform source-separate recycling. They will separate recyclables as listed into individually labeled recycling containers provided and serviced by the DPW Recycle Program staff in civilian organization buildings.

(10) If there is a problem with building temperatures, lighting adequacy or faucet, shower or toilet leaks, call in a service order to the DPW operations and maintenance contractor to address the issue at (719) 526-5345.

5. For more information about energy and water conservation efforts on Fort Carson, contact the DPW Energy Manager, Mr. Sean Bogren, at (719) 526-1739 or by email to [sean.t.bogren.civ@mail.mil](mailto:sean.t.bogren.civ@mail.mil). For information about recycling opportunities, contact the DPW Recycle Manager, Mr. Eric Bailey, at (719) 491-0218 or by email to [eric.e.bailey4.civ@mail.mil](mailto:eric.e.bailey4.civ@mail.mil).

6. DPW POC for this memorandum is Mr. Doug Homa, the DPW Operations and Maintenance Division Chief, who can be reached at (719) 526-2215 or by email to [douglas.p.homa.civ@mail.mil](mailto:douglas.p.homa.civ@mail.mil).

Encl



BRIAN K. WORTINGER  
COL, AR  
Garrison Commander

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